

Proctoring Services at North Arlington Public Library

North Arlington Library staff will serve as proctors for exams taken by distance learners within the following guidelines:

- Proctoring is a free service.
- A minimum of one-week advance notice is required. In addition, all test taking requirements must be received from the issuing educational institution before any tests are taken.
- Exams will be scheduled during normal library hours of service.
- Proctoring consists of:
 - Checking identification of student taking the exam.
 - Noting the time that an exam was started and completed in the Library.
 - Signing the required school supplied documentation.
 - Direct supervision during the exam is not provided.
 - Examinations will be taken in a quiet area of the library.
 - The exam proctor will be the librarian in charge at the time the exam is taken.
- The Library cannot proctor online exams that require public access computer settings to be modified.
- Staff will seal the envelope of the completed exam and place in library outgoing mail.
- The Library does not keep copies of completed exams.

Student responsibilities:

- It is the student's responsibility to confirm that this proctoring policy meets the requirements of the institution giving the examination.
- The service must not involve any direct cost to the Library. Students or the administering institution will be responsible for providing postage and any other expenses incurred.
- It is the student's responsibility to ensure that the library's computing resources are adequate for their test taking requirements. NAPL accepts no responsibility for Internet connections.
- Completed exams will be returned to the testing institution via the U.S. Postal Service in postage paid envelopes provided by the student or institution.

North Arlington Public Library

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