



PROCTORING GUIDELINES

Statement of Purpose

Long–distance learning programs and many other educational institutions provide opportunities for students to complete coursework and exams on the condition that they are proctored by an outside agency. In order to meet this need in the community, and as part of the Library's role of supporting lifelong learning, the Newburyport Public Library provides proctoring services when possible.

General Guidelines

- The Library does not charge any fees for the proctoring service. All expenses associated with proctoring, including copying, printing, and postage are the responsibility of the student. An addressed stamped envelope must be provided by the student for materials that need to be mailed.
- The Library will provide an individual Study Room for written exams when possible with adequate advance notice.
- The Library will provide a public computer work station with Internet access and word processing software for online exams with adequate advance notice. These computer work stations do not allow the installation of any additional software. It is the responsibility of the student to ensure that the Library public computer resources are adequate for their needs.
- All exams and proctoring instructions must be mailed or emailed to the Assistant Head Librarian at least five days prior to the intended test date.
- The student must contact the Assistant Head Librarian at least 2 days in advance to schedule an appointment for proctoring.
- The Library does not guarantee quiet conditions during proctoring. The Library does not guarantee that the student will be under observation at all times.
- If scheduled proctor is unavailable, another library staff member will serve as proctor.
- A picture ID must be presented by the student before the exam will be administered.
- Students may need to reschedule the exam if tardy for the proctoring appointment.
- Exams must be completed 30 minutes before library closing time.
- Students are responsible for supplying all necessary materials including pencils, erasers, pens, paper, calculators, laptop.

Reservation of Rights

If it is determined that the proctoring request is unreasonable or the demands are too burdensome to administer, the Library reserves the right to deny this service.