Exam Proctoring Policy

Introduction

The Sharon Public Library Information Services Department will proctor any mailed, e-mailed, faxed, or computer based exams, subject to the availability of staff. A minimum of three days' notice is required before any exam will be proctored. The library will not proctor exams that students bring in themselves. All exam taking requirements and forms must be received from the issuing institution before any tests are given.

Those who would like the library to proctor an exam should contact the Reference Department at 781-784-1578 ext. 1422. There is no proctoring fee. The library charges $.20 per page for printing.

Test taker Responsibilities

It is the test taker responsibility to coordinate the transfer of the exam from the testing institution to the library and to verify that the exam has been received by the library.

It is the test taker responsibility to schedule the exam. Exams shall be taken during regular library hours.

The test-taker is required to come prepared with necessary supplies to take the exam. All personal items other than those necessary for the exam will be placed behind either the Reference or Circulation Desks.

Proctors shall enforce any time restrictions placed on the exam and follow other reasonable rules set forth in the exam materials. Should the test-taker be caught cheating, the issuing institution will be notified.

Other considerations:

The library cannot provide a locked or secure place for the exam.

The library cannot provide continuous supervision, but will check on the test-taker intermittently.

The Library will return the completed test as directed by the testing institution.

The library shall hold uncompleted exams for 30 days or until the testing institution's deadline, whichever is first. The exam shall subsequently be destroyed.

The library shall not be responsible for any delayed exam, nor any completed exams once they leave the library's possession.

The library shall not be responsible for tests that are interrupted by library emergencies, power failures and/or computer hardware and/or software failures.