

Policy on Exam Proctoring

The proctoring of examinations is a service offered by the Shrewsbury Public Library. The Library will offer proctoring services based on the availability of personnel, facilities and technology to do so. Those who would like the Library to proctor an exam should contact the Assistant Director at 508-841-8531 or email mzeller@cwmars.org.

The test-taker must verify that the following conditions are acceptable to the institution giving the exam before having an exam sent to the Shrewsbury Public Library:

- The Library will proctor mailed, e-mailed or faxed exams.
- Proctors will not monitor a student continuously during an exam, but may check on the student periodically. The Library does not guarantee that a quiet study area will be provided.
- Proctors will enforce any time limits that are placed on the exam, as well as other rules set forth in the examination materials.
- Tests offered in a computer format must be compatible with the hardware and software available on the Library workstations.
- The Library reserves the right to substitute a proctor in the event of the original proctor's absence.
- The Library is not responsible for any delayed exam, or any completed exams once they leave the Library.

Responsibilities of the test taker:

- Coordinate with the proctor in advance to determine a mutually-convenient date and time to take the exam.
- Coordinate the transfer of the exam from the testing institution to the Library and verify that the exam has been received by the Library.
- Check with the proctor to make sure the Library can meet the specific requirements for proctoring. Call prior to your test to make sure the test or login information has arrived.
- Arrive promptly at the agreed-upon time, prepared with the items required to take the test, including a picture I.D.
- All printing, copying, mailing or other related costs are paid by the student.