

Exam Proctoring at the North Babylon Public Library

In support of life-long learning, the North Babylon Public Library will provide proctoring services for North Babylon cardholders in good standing. A library card is the only acceptable proof of residency.

It is the student's responsibility to verify that the proctoring conditions provided by the North Babylon Public Library meet all requirements and are acceptable to the institution administering the exam.

By "proctoring" the Library means we will: receive and hold exams, verify that the person taking the exam is the person who is supposed to be taking the exam, time the exam, collect and return the exam in a postage paid envelope. The Library will not: grade any exam, permit photocopying of exam materials, submit special letters or submit staff credentials for review, return the exam to the student to mail, provide postage or envelopes, honor requests requiring special trips to the post office, FedEx, UPS or any carrier other than the USPS (the Library will simply drop the envelope in the mail), or be held liable if the Library is unexpectedly closed on the date/time of the examination appointment. The Library will not incur any costs related to proctoring.

The Library is unable to verify or prevent the use of cell phones, PDA's, laptop computers or other electronic devices, printed materials or any other assistance to students during the course of an examination.

The Reference Department handles proctoring. All materials are to be sent to the Reference Department. Individual staff members will not be identified. Specific reference staff members may not be requested.

The Library will not monitor exams. Students will not be under observation during the examination. The Library does not have a quiet area or private room for exam taking. There is no implied or expressed guarantee that a table will be available in proximity to the proctoring staff member. A staff member will neither remain with a student while the exam is taken, nor return in mid-exam to read another set of instructions to the student. The Library will not provide proctoring if a staff member is required to be with the student during any portion of the exam.

It is the student's responsibility to arrange with the Reference Department at least one week in advance to make an appointment to proctor an exam, before the exam is sent to the Library. Unscheduled proctoring will not be accommodated. The Library will not contact examining institutions to clarify procedural questions. The Library will provide proctoring to one student at a time. The Library reserves the right to discard, shred or return any exams that are received without prior contact by a student. Unless other arrangements are made, untaken exams will be held a maximum of two weeks.

If the exam is written, it is the student's responsibility to insure that the Library has received the exam as well as checking with his/her instructor/school about the status of mailed or completed exams. The Library cannot guarantee that the correct materials have been received by the Library. The Library will not be responsible for any delayed exams, or for any completed exams once they leave the Library's possession and

have been mailed back to the examining institution. The Library will not accept or return examinations by fax.

The Library will attempt to proctor on-line exams. Library Internet timing software requires that on-line exams be completed within 1 hour. There is no guarantee of computer availability or computer time extension. It is the student's responsibility to know the testing institution's web address, exam address, etc. and to arrange for any needed passwords to be delivered to the Library prior to the examination day. The Library cannot accommodate any hardware or software requirements nor can the library accommodate privacy or spacing requirements. Students may not download software. It is the student's responsibility to insure that the Library's computer resources meet the examining institution's requirements. The Library is unable to restrict computer users to their examinations; users have the ability to reach the Internet and other Library programs while sitting for an on-line exam. There is no guarantee that any computer user will be able to successfully take any on-line exam. Students who wish to take on-line examinations at the Library do so at their own risk.

Library staff members will not sign any proctoring verification document that attests to more than the staff member has been able to do.

The Library reserves the right to refuse to proctor or stop the proctoring service entirely at any time, for any reason, without notice or qualification.

Approved by the Board of Trustees
September 19, 2006