

EXAMINATION PROCTORING POLICY

The J.V. Fletcher Library provides examination proctoring services for written and online examinations as a service to the community.

Proctoring Fees: There are no fees for this service.

Scheduling: The student may request proctoring services by calling the Reference and Information Services Desk, 978-399-2304. Proctoring services will be scheduled by appointment only during regular library hours and will be subject to the availability of authorized staff, space and necessary equipment. Appointments must be scheduled no less than 7 days before the desired test date. Regular library activities will take precedence over proctoring services. Examinations must be scheduled so that students have sufficient time to complete all examination requirements at least one half hour before the Library closes so that staff has enough time to complete their portion of the proctoring requirements. The Library cannot provide a quiet room for the exam to be administered. The exams are administered in the Reference area.

Examination Administration: The student is responsible for having examinations and instructions sent to the Library and to confirm that they have arrived at the Library. On the day of the examination, the student must show their current photo I.D.

Online Examinations: Students may bring their own laptop for online examinations. If the student does not bring a laptop they may use one of the Library's public computers, provided that one is available, and must adhere to the Library's Internet and Computer Use Policy. It is the student's responsibility to know the testing institution's web address and how to login. Student must arrange for passwords to be delivered to the Library prior to testing time.

Completion of the Examination:

Mailing: A pre-paid envelope is required to mail completed examinations and other paperwork to the testing institution. The library is unable to honor requests requiring special trips to the post office, FedEx, UPS or other mailing facilities.

Scanning: The Library provides a scanner for scanning final examinations to the testing institution.

Approved by the Board of Library Trustees: 11/7/2016.