



CAPE MAY COUNTY LIBRARY

Mailing: 4 Moore Road DN 2030, CMCH, NJ 08210

Physical Location: 30 Mechanic Street, CMCH, NJ 08210

Andrea Orsini

Library Director

Will Morey

Commissioner

Proctoring Policy

Purpose:

To meet the needs of students and institutions of higher learning, the Cape May County Library agrees to cooperate with area residents and institutions to support their lifelong learning goals by offering proctoring services. This service is a courtesy to area residents and is based on the availability of personnel and technology to do so.

Responsibilities of the student:

- ✧ The student must make arrangements with the Reference/Adult Services staff to provide proctoring services.
- ✧ The student will be required to arrange for the exam and instructions to be sent to the library.
- ✧ The student is responsible for making arrangements to take the exam including calling the library to make sure the test has arrived and scheduling a time to take the exam. The proctor is not responsible for contacting the learning institution to get exam materials or proctor forms, but will return proctor forms directly to the school when asked to do so.
 - Scheduling of time must be at least 1 business day (8:30am-4:00pm) before taking the exams.
 - Exams must be completed 30 minutes prior to closing. Exams will be taken during regular library hours and unscheduled exams will not be accommodated.
- ✧ The student is responsible for ensuring that the computer resources in the library are adequate for the test taking.
- ✧ The student will arrive prepared with the necessary or required supplies to take the exam. All other personal items must be stored at the Reference Desk.
 - The student must be on time for his/her appointment and is responsible for notifying the proctor if he/she can not make the appointment or is running late.
- ✧ The student will provide a valid driver's license or photo ID for verification of identity or the test will not be proctored.
- ✧ The student is responsible for return postage and envelope for any exam which does not include a self-addressed, stamped envelope. The student is responsible for the cost of computer printing (\$.20 per page) and photocopying (\$.20 per page)

Responsibilities of the library and staff:

- ✧ The Cape May County Library will not charge for administering proctoring services, but the student is responsible for postage and copying charges.



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- ✧ The library staff will proctor the exam. Specific librarians will not be assigned to proctor specific exams.
 - A signature agreeing to serve as a proctor does not mean that that specific library staff will serve as the actual proctor. In general, the Reference staff working the Reference Desk when the test is scheduled will serve as proctors.
- ✧ The library staff member proctoring will not sign the name of another staff member on a proctoring form or exam. The library will not proctor an exam for which the signature of only one designated person is required.
- ✧ The Library staff will make the student aware of any specific institutional guidelines (no notes, no open books, calculator or computer permitted.)
- ✧ The proctor will observe the student while performing other tasks and assisting other patrons. Proctoring at the Library will include issuing the exam, being aware the student is taking the exam, periodically observing the student, signing the proctor form, and mailing the completed exam. If an institution requires the student to receive constant, uninterrupted observation, the Library Staff cannot proctor the exam.
- ✧ The librarian who begins proctoring the exam may not be on the Reference Desk when the exam is complete. The student may be returning the exam to a different librarian than the one who issued the exam to the student.
- ✧ Library computers will not be modified to accommodate online tests. Installation of any special software needed to take the exam will not be allowed.
- ✧ The Library staff may refuse to proctor any exam too burdensome or exacting in its demands.
- ✧ The library can not provide proctoring for groups of students.
- ✧ The library is NOT responsible if the institutions web site is not working.
- ✧ The library is NOT responsible for exams that are lost by the postal system or electronically.
- ✧ The library will not keep copies of completed exams.
- ✧ Quiet or private study rooms are not available and therefore students may be exposed to potentially loud or disruptive situations. A librarian can help advise on peak or busy hours.