

### Exam Proctoring Guidelines

*These guidelines are designed to make sure both the student and the educational institution are aware of the library's ability to provide a space and proctor for an exam. A copy of this form is available on the library's website at [www.fairportlibrary.org/using.html](http://www.fairportlibrary.org/using.html).*

**For the Student:**

1. It is the student's responsibility to contact a librarian to schedule an appointment to proctor an exam. Complete contact information must be provided.
2. The student must inform the educational institution about the library's arrangement for proctoring (listed below) before the exam will be scheduled. **This form must be returned to library staff.** It can be dropped off at the library or faxed to 585-223-3998.
3. It is also the student's responsibility to make sure that the librarian has received the exam materials before the scheduled test.
4. If the exam is an online exam, the student must provide their own laptop with wireless connectivity. The library **cannot** provide computers for online exams for time-limit and security software reasons. The library, however, can provide a wireless internet connection for a student with their own laptop. The student should test the wireless connectivity of the equipment before the exam date to eliminate potential problems. The library does not have any "back-up" equipment.

**For the Educational Institution:**

1. It is not possible for the librarian to remain in the room during the exam. The student will be monitored with periodic visual checks.
2. The library has a Small Conference Room that can be reserved in advance for exam taking. If the room is not available, usually space can be found at one of the study tables.
3. If the exam is an online exam, the student must provide their own laptop with the ability to connect to the library's wireless network. The library **cannot** provide computers for online exams for time-limit and security software reasons.
4. If for an unexpected reason, the librarian who scheduled the exam is not available, the administration of the exam will be transferred to another librarian. Please indicate if this is acceptable: Yes \_\_\_\_\_ No \_\_\_\_\_

Student Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ email: \_\_\_\_\_

Requested exam date: \_\_\_\_\_

Librarian: \_\_\_\_\_ email: \_\_\_\_\_

Title: \_\_\_\_\_

Educational Institution: (name, address, contact person with phone and/or email)

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Scheduled on calendar: \_\_\_\_\_

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