

# Proctoring Services

@ Mount Laurel Library

Effective January 1, 2005 - school list added Jan 2010

**Mount Laurel Library staff will serve as proctors for exams taken by distance learners with the following guidelines:**

- Proctoring is a free service provided to Mount Laurel Library cardholders.
- Exams will be scheduled during normal library hours of service.
- Proctoring consists of:
  - Checking identification of student taking the exam
  - Noting the time that an exam was started and completed in the Library
  - Signing the required school supplied documentation
  - **Direct supervision during the exam is not provided.**
- Examinations will be taken in a quiet area of the library.
- The exam proctor will be the librarian in charge at the information desk at the time the exam is taken.
- Computers are on a first come-first served basis. Those taking online exams will be able to begin when a computer becomes available. We suggest students plan on arriving as close to opening time as possible when taking online exams.
- Staff will seal the envelope of the completed exam and place in library outgoing mail.
- The Library does not keep copies of completed exams.

## **Student responsibilities:**

- It is the student's responsibility to confirm that this proctoring policy meets the requirements of the institution giving the examination.
- The service must not involve any direct cost to the Library. Students or the administering institution will be responsible for providing postage and any other expenses incurred.
- It is the student's responsibility to ensure that the library's computing resources are adequate for their test taking requirements. MLL accepts no responsibility for Internet connections. Public computers will not be adjusted in order to take an exam, i.e. installing personal software or changing library settings.
- Completed exams will be returned to the testing institution via the U.S. Postal Service in postage paid envelopes provided by the student or institution.

***Please note: We do not meet the proctoring requirements for the following institutions...***

Thomas Edison State College

Web CE Tests

All Accuplacer Tests

Washington State Univ.

Louisiana State Univ.

Florida State Univ.

Univ. of Arkansas

Univ. of Maryland (all schools)

## **Mount Laurel Library**

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856-234-7319, ext. 333 [www.mtlaurel.lib.nj.us](http://www.mtlaurel.lib.nj.us)