

# **MONROE TWP LIBRARY**

## **PROCTORING POLICY**

- Proctoring services are for Monroe Township and Jamesburg residents only
- The test taker must show their ID before taking the test.
- Tests cannot be administered without proof of identity and residency
- All tests are given in the public area, near the Reference Desk, and must be taken within line-of-sight of the administering librarian
- We do not provide one-on-one or private room proctoring services
- All tests must be scheduled to be completed at least one half hour prior to closing
- We do not provide proctoring services during the weekend
- We can only administer one proctored test at a time
- Any cost for tests is covered by the patron, this includes postage or fax services, & printing
- Scanned, mailed, or faxed tests can only be sent to the addresses designated on the proctoring forms
- It is the test taker's responsibility to make sure their testing institution has sent the test and that we have received it
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- The head of proctoring has the right to deny a proctoring request. Certain examples are testing needs being too stringent, software required to be downloaded to our devices, patrons' testing needs cannot be adequately met.

Adopted September 17, 20019