



# NEVINS LIBRARY

GROWING COMMUNITY

## Exam Proctoring Guidelines

### Approved by Trustees April 3 2018

For students whose schools require remote study, Nevins Library is happy to provide proctoring of exams subject to staff availability, and the requirements of the school. Please note the following guidelines, and leave this form with the Head of Technical & Administrative Services who will coordinate with you to schedule your exam. There is no charge for this service.

1. Schedule your exam 2 weeks in advance. We cannot guarantee someone will be available to proctor at the last minute.

I request an appointment for an exam at the following date and time \_\_\_\_\_

2. Ordinarily, we will schedule you to take your exam in an office in the Technical Services area of the library. The Librarian will sign you in and fill out the paperwork for your exam. S/he will also be the liaison between your school and you if required. If it is a paper exam, s/he will mail it back however you will be responsible for the payment of postage. We cannot guarantee that s/he will be personally monitoring you every minute of the exam so check with your school to make sure these conditions are acceptable.

I have verified with my school that these conditions are acceptable to them.

3. If you will take your exam online and need a computer, there is one already in the office where the test will be taken. You may bring your own laptop but the wifi is not as strong there. It might be possible to change the location of the test however there is no guarantee that another office will be available. It is preferred that you bring in your laptop prior to taking the exam for a technology check that everything is in order.

I will need a computer for the exam

I will need a library laptop for the exam

I will use my own laptop for the exam

I will be responsible for testing my own equipment with the library wi/fi prior to the test date.

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

Phone and email address \_\_\_\_\_

School /Contact \_\_\_\_\_

Today's Date \_\_\_\_\_

Please submit this to the Head of Technical/Administrative Services.