

Exam Proctoring Policy

The Library agrees to allow its staff to proctor exams for patrons upon request and availability of personnel, facilities and technology to do so.

There is no charge for residents of the towns of Yorktown and cardholders in the town of Cortlandt. Proctoring for nonresidents is available for a charge of \$30.00 per exam session. Payment is due before the exam can be administered. Cash or money orders, and checks made out to the John C. Hart Memorial Library are acceptable forms of payment.

Exams are administered by appointment during regular library hours. They are administered by a Reference Librarian. The Library will proctor both written and online exams.

All of the test takers personal belongings [including handbags and cell phones] will be held in the Reference Office until the exam has been completed and the laptop has been returned.

To schedule an exam please email jchart@wlsmail.org and someone will get back to you.

Responsibilities of the Test taker

- Arrange a time with the Head of Adult Services for an exam at least one week in advance of the test date. A Librarian Proctor will be assigned.
- Notify your academic institution of the time and date of the exam.
- Provide your school with the email address of the Head of Adult Services and Librarian who will proctor the exam.
- Bring a valid photo ID and a valid John C. Hart Memorial Library card or, if you are a non-resident, a \$30.00 fee on the day of the exam.

Responsibilities of the Library

- Confirm through fax, mail or email with the academic or other institution providing the exam that a Librarian from the John C. Hart Memorial Library will be acting as proctor for the exam.
- Print out test documents for the day of the exam or provide test taker with passwords to open an online test.
- Confirm how completed written exams are to be returned to test taker's academic institution.
- Reserve a public computer for test taker's use or provide a library-owned laptop if taking an online exam.
- Make the test taker aware of time limits within 30 minutes of library closing or end of the exam.
- Check ID and Library Card and collect fees from nonresidents.

Revised and adopted by the Library Board of Trustees on January 19, 2022