

Hingham Public Library Exam Proctoring Policy

Statement of Purpose

The Hingham Public Library provides exam proctoring as a service to its patrons. This policy sets forth guidelines for this service.

Guidelines

The Reference Department staff is responsible for proctoring exams. Proctoring will be offered based on availability of personnel. ***There is a \$25.00 fee per exam for this service.*** Payment is due on the day of service. If paying by check, please make payment to the Hingham Public Library.

Exams and instructions must be received directly from the testing institution.

The student should make an appointment for taking the exam with the proctoring librarian at least one week in advance and should call prior to the day of the exam to ascertain its arrival.

Online/computer exams can be proctored, but software cannot be downloaded to any library computer. Due to demand, the Library reserves the right to limit use of its computers for exam taking to specified times.

Exams will be administered during regular operating hours and must be completed fifteen minutes before the library's closing time.

The proctor will enforce time limits placed on the exam and any other requirements that are set forth in the examination materials.

The student should arrive ten minutes before the agreed-upon time with the items required for taking the exam.

The student must present a valid picture ID at the time of the examination.

The proctor will check on the student periodically during an exam but will not monitor continuously.

Cell phone use or visiting with others is not allowed during the exam.

The student or the testing institution is responsible for providing packaging and postage for return of the exam to the testing institution, and for any other costs associated with the exam.

It is the test taker's responsibility to bring supplies needed for the test (e.g., pencils, pens, calculators).

The Hingham Public Library is not responsible for the completed exam once it has been mailed back to the educational institution.