

## PROCTORING POLICY/PROCEDURE

The Maplewood Memorial Library will proctor examinations, both paper and computer, for students who are taking distance learning courses. Proctoring is handled through the Adult Services Department.

FEES: Maplewood Residents - \$10.00 per exam  
Non-residents - \$20.00 per exam  
Checks payable to Maplewood Memorial Library

### RESPONSIBILITIES:

The student is responsible for the following:

- Contacting the school to get approval for the proctor.
- Giving sufficient notice (2 weeks is usually enough) to arrange a mutually agreeable time for taking the exam.
- Verifying with proctor the arrival of the exam prior to the test date.
- Coming at the agreed upon date and time with all necessary materials including writing implements, textbooks (when allowed), calculators, etc. If a return envelope has not been provided with the exam, the student is responsible for furnishing any necessary materials (such as postage) for sending back the exam.
- Contacting the proctor if the student needs to change the date of the exam.
- 

The proctor is responsible for the following:

- Arranging a time with the student that will fit into proctor's schedule and will allow enough time for the student to complete the exam.
- Making the library's hours clear to the student, so that the student will have enough time for the exam. If the test is to be taken by computer, the proctor should try to find a time when the public computers are not too busy, and tell the student that he/she will be sharing the room with other patrons.
- Notifying the student if the library closes for inclement weather or any other reason.
- Reserving a quiet room in advance by writing on the quiet room sheet and posting a note on the door of the room.
- Complying with the conditions demanded by the school for proctoring.
- Check on the student to be sure no cheating is occurring.
- Return examination materials to the school via mail, fax, etc.
- Obtaining payment and turning it into the Circulation Desk.

Revised and updated: 12/10