

## LIVINGSTON PUBLIC LIBRARY

### Test Proctoring Guidelines

Test proctoring is a free service provided ONLY to Livingston Township residents, age 18 or older. Before taking an exam, the student is required to present a valid photo I.D. and proof of residency.

#### General Information

- A Librarian will proctor a written or online exam in the Library during regular library hours. Testing will take place at a table in the line of sight to the reference desk, and may not be a completely quiet space. Tests must be completed one-half hour before closing. One-on-one monitoring during the test is not possible and the Library cannot guarantee the same proctor for the duration of the test.
- Testing is by appointment only, and must be scheduled at least one-week in advance. Date and time will depend on staff availability.
- All written test materials and requirements must be sent to the Library by the issuing educational institution before any tests are taken.
- When a test is taken, the Librarian will verify the time that an exam was started and completed in the Library, sign any required school supplied documentation, seal the envelope of the completed exam (for paper exams) in a post-paid envelope provided by the student or the institution. The envelope will be put in U. S. mail as soon as possible after the test. The Library cannot assume responsibility to ensure that the returned items arrive on a specific date or time.
- Library staff will not sign a proctoring verification that indicates he/she did more than they are able to do. The Library does not keep copies of completed exams. Any paper examinations not taken as scheduled will be held for one week and then returned to the school.
- Library staff will not interpret test instructions or assist in any technical manner with an online test.
- The library will provide a computer that has Microsoft Word and Internet access. A student cannot install any special software or change any settings on a library computer. If more than 120 minutes are required, the staff may extend the time limit of the public PC workstation to accommodate the exam at the beginning of the session. This may not be possible during peak use hours when computers are in high demand.

- A student can use his/her laptop if allowed by the issuing institution. The library does not guarantee connectivity or speed of wireless Internet service.
- Livingston Public Library will not release personal information about staff to a school or organization requesting the proctoring of a test.
- A Livingston Public Library employee may refuse any exam that he/she does not feel capable to proctor. For example, the test is in a foreign language, there is a cost, the librarian has to provide personal information, and other situations that may occur.

### **Student Responsibilities**

- Prior to scheduling an exam, it is the student's responsibility to verify that the proctoring conditions provided by Livingston Public Library meet the requirements of the school or organization administering the test.
- The student must sign the form below acknowledging that he/she understands and accepts these guidelines
- The student must verify, in advance, that the library's testing accommodations, including computer and/or technical resources, are adequate.
- The student must bring his/her own supplies and materials for the exam, including paper, pencils, calculators, audio equipment such as headphones, or other allowed items.

## Livingston Public Library Proctoring Application

Full Name:

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Are you a resident of Livingston, NJ?       Yes       No

(If not, then you do not qualify for test proctoring at the Library.)

Phone Number:

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Email:

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Date of Test:

(What date does your test need to be completed by?)

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By selecting Yes, I acknowledge and agree to the guidelines outlined by the Livingston Public Library and understand it is my responsibility to ensure all requirements are met.

Yes

Please return this form to the Reference Desk.