



Exam Proctoring Guidelines

(Revised January 2018)

The library staff is able to proctor exams under specific conditions:

1. We can offer a study room to students who need a quiet place to take an exam, but staff will not remain in the room or directly supervise the student for duration of exam.
2. Students can elect to take their exam in a public space where library staff has visibility throughout the duration of the exam; however, this will not be a dedicated quiet space.

Please inform your professor of this arrangement prior to exam.

Requesting a Proctored Exam:

- Please contact the Adult Services Desk at adults@northboroughlibrary.org or by phone at (508) 393-5025 ext. 5. Provide your email address and phone number so we can contact you in case of unscheduled library closings, etc.
- Please contact us at **least one week in advance** to ensure availability of room.
- Please note library hours. All proctored exams must be completed 15 minutes prior to closing to allow staff time to scan and email the finished exam.
- It is your responsibility to ask your instructor to email the exam and any instructions to us at adults@northboroughlibrary.org at least two days before the exam date.

Taking the Exam:

- Please arrive **ten minutes prior** to your scheduled exam time, and bring a photo ID.
- You must pay for your printed exam. (Black & White: 15¢/page | Color: 25¢/page)
- Please know what materials you need or cannot have in the exam room. Be prepared to leave books and electronic devices with a librarian.

After the Exam:

- You must also pay for any postage and envelopes if your instructor requires a mailed physical copy of the exam.
- Staff will scan and send completed exam to appropriate email.