

Charlton Public Library Exam Proctoring Policy

For students whose schools require remote study, the Charlton Public Library is happy to proctor exams subject to staff availability and the requirements of the school. Exam proctoring may be arranged after you complete the request form and provide proctoring requirements from your instructor.

1. Schedule your exam proctoring at least 48 hours in advance.

You must allow sufficient time to schedule and take the examination before the deadline that has been established by your school. Please ensure that you have allowed ample time to complete your exam. Exams must be proctored during library public service hours and must be completed 30 minutes before the Library closes.

2. Library Responsibilities

A librarian will sign you in and out, fill out the necessary paperwork, and mail your exam. We will not personally monitor you for the entire duration of the exam. Proctors will enforce any time limits that are placed on the exam, as well as other rules set forth in the examination materials. The use of cell phones or visiting with others is prohibited. Any perceived violation of the posted rules for the exam will be reported to the educational institution. Please check to see if these conditions are acceptable to your school. If your school requires a specific librarian to register as the primary proctor, check to see if they permit another librarian to proctor in case of a scheduling problem. Please call the morning of the exam to ensure that the designated librarian will be present. The Charlton Public Library will not be responsible for any delayed tests, nor for any completed tests once they leave the library's possession and have been mailed back to the educational institution. The Library will not be responsible for tests that are interrupted by Library emergencies, inclement weather closures, power failures, or computer hardware or software failures.

3. Test Taker Responsibilities

- The test taker is responsible for supplying all required materials necessary to take the test.
- The test taker will arrive promptly at the agreed-upon time.
- Exams need to be completed 30 minutes before closing time.
- Check with the proctor to make sure the Library can meet the specific requirements for proctoring.
- If the exam needs to be mailed in, the test taker is responsible for providing the proper materials and information to staff.

4. Where can you take your exam?

Individual study rooms must be reserved ahead of time, it is the responsibility of the test taker to do so. If you take your exam online, be aware that our public computers are in an open room and special software cannot be installed. As an alternative, you are welcome to bring your own portable device to access your exam if allowed by your institution. Wireless Internet access is available throughout the building. We strongly advise testing your laptop's wireless connection in the library before you take your exam.

Approved by the Board of Trustees on October 14, 2025