

GROTON PUBLIC LIBRARY TEST/EXAM PROCTORING GUIDELINES

In an attempt to support continuing education and lifelong learning, the Groton Public Library has agreed to act as proctors for distance learning students. We are able to proctor tests under the following conditions:

- 1. As of April 15, 2014, a fee** of \$5.00 (Groton residents) and \$10.00 (non-Groton resident) will be collected for each exam. The fee will be **paid prior** to starting the exam.
- 2.** The Library agrees to receive the exam. The Library needs **48 hour notice** to coordinate scheduling and to receive exam and instructions. The exam must be completed 1 hour before Library closing.
- 3.** Test **MUST** be sent via email to reference@groton-ct.gov or faxed to REFERENCE at 860-448-0363. We cannot be held responsible for exam to be sent to an individual's email address.
- 4.** Any library staff member available must be acceptable as the proctor when students choose to take the exam.
- 5.** Students need to present current photo ID. Name on ID must match the name on the test the student is registered to take.
- 6.** The student must not require supervision while taking the exam. **The Library is unable to provide one-on-one monitoring of students.** Students will sit near the Reference Desk or on a public computer while the Reference Librarian performs regular duties. Please be aware that the library environment and noise level will vary depending on the time of day. The proctor will be the Librarian on duty at the time of the exam.
- 7.** Staff will hand out the exam, collect it when completed, and return it back to the appropriate educational institution.
- 8.** The Library **will not assume any postage expense.** The student or the institution giving the test need to provide a return envelope with paid postage. If the test needs to be faxed to the institution, the student must pay the fee for the faxing service. Faxing, scanning/emailing, or mailing out exam could take up to 24 hours. The Library cannot arrange for UPS or FedEx pickup.
- 9.** The Library has the right to deny requests for proctoring.
- 10. Proctoring is not available on Sundays.**

If this process is acceptable to both the student and the educational institution, we will proceed to proctor the exam. Please address questions to the Library reference staff at reference@groton-ct.gov or call us at 860-441-6750.