

## PROCTORING EXAMS

The Easton Area Public Library will proctor exams for people who are taking courses via distance learning. We proctor exams for people who are not patrons of EAPL.

The person needs to get the paperwork or online password from their school. The head of the reference department will agree to the proctoring and will sign the paperwork. In the absence of the department head, any MLS librarian may sign.

It is the responsibility of the person taking the exam to send in all paperwork showing that the library is willing to proctor the exam.

It is the responsibility of the person taking the exam to call the reference department to determine if the exam or password has arrived at the library.

The person calls the library and makes an appointment to take the test after exam is received by the library.

Any reference librarian with an MLS may be the proctor for the test if the head of reference isn't here on the day the test is to be taken.

Tests are kept upstairs in the lower left hand drawer of the department head's desk. There is a folder marked Proctored Tests.

The test is usually taken in the Marx Room, simply because it is quieter than the main floor. Check with the person working in the Marx Room first before putting the person in there to take the test.

Fill out the required information and remember to verify the person's identification with a photo ID. Write down the time the test began and ended. Also, check to see if notes, etc. are allowed.

When the test is complete mail the test in the envelope provided by the distance learning school. The person taking the test is not allowed to mail the test; it must be mailed from the library. If the exam needs to be faxed, the person must pay for faxing.

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