



Norwalk Public Library Examination Proctoring Policy

The Norwalk Public Library supports the goal of lifelong learning. To that end, the library will generally proctor exams for individuals, subject to the availability of authorized staff and resources under the following conditions:

- Exams must be scheduled in advance by the Head of Reference. In the event that the Head of Reference is unavailable for an extended period, the librarian designated as being in charge of the department is authorized to make the requested arrangements.
- The library will provide a quiet room where the student may take a written exam. We cannot proctor online exams. We cannot provide direct supervision or time discrete portions of a test at specified intervals, but we can note the starting and ending times of the entire exam. We will check identification and sign the required school supplied documentation to the extent possible.
- If the staff person who gives the student the test materials and records the start time must leave before the student has completed, he or she may designate another staff member to sign the required documentation.
- The library will not pay for postage or other shipping charges. We will not photocopy or keep copies of exams on file. If the school requires that the exam be returned by a courier service such as FedEx, UPS, etc. the school must handle the necessary arrangements for pick up.
- The library cannot accept exams via fax or e-mail.
- The library cannot commit to proctoring an entire course of study or single exams requiring multiple sittings. Requests for exams in series will be treated as separate requests.
- Proctoring requests from schools or institutions must be approved by the Head of Reference. Requests from schools charging a proctoring fee will not be accepted.

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