



Test Proctoring Services

Introduction

The Warren County Library offers test proctoring services at all four of its branches. Please contact your desired branch with at least 3 days notice to check availability. We cannot guarantee availability, but will do our best to accommodate requests.

Student Responsibilities

Communicate directly with a full-time librarian, library assistant, or library associate for all stages of proctoring.

Share the Library's proctoring procedures with the educational institution.

Call or email ahead to confirm the exam and instructions have arrived from the institution.

Provide details such as exam length, allowable materials, passwords, etc., if the test is electronic.

Schedule a time for the exam (last-minute changes may not be accepted).

Pay for proper postage if the exam must be mailed or faxed.

Proctor Responsibilities

Communicate with the institution and student directly.

Verify the student's ID before the exam.

Secure the student's phone and belongings in a safe area.

Review and follow the institution's exam instructions (e.g., open/closed book, time limits, etc.). • Escort the student to a secure, visible area for the exam.

Spot-check the student during the exam (staffing constraints prevent constant monitoring).

Return the exam and all scrap paper to the institution; students may not retain any portion of the exam.

Additional Information

Electronic exams may be taken on a library computer. These workstations are not in a private area, and the Library cannot guarantee a quiet workspace.

However, the Library can also offer quiet study rooms for the purpose of test proctoring. Laptops are available for this use.

The Library cannot accommodate any other "special requirements" that the institution may request.

If these conditions are satisfactory to the educational institution, we will be happy to administer a printed exam. The student is responsible for confirming with their institution that these limitations are acceptable.

If these conditions are not satisfactory to the educational institution, we recommend contacting Warren County Community College at 908-835-2300.