



SOMERSET COUNTY LIBRARY SYSTEM OF NEW JERSEY  
One Vogt Drive, P.O. Box 6700, Bridgewater, NJ 08807  
T: 908.458.8400 F: 908.707.8324  
Visit [SCLSNJ.org](http://SCLSNJ.org)

### SCLSNJ Proctoring Guidelines

In support of the Somerset County Library System's (SCLSNJ) mission to connect, to share, to explore, and to discover, Library staff are available to proctor tests following these guidelines.

#### SCLSNJ is able to:

- Proctor exams, written or online, for students who have scheduled an appointment.
- Receive the examination (print or digital) and hold it until the scheduled appointment.
- Provide test taker a space in the library.
- Mail, fax, or scan (where possible) the exam to the testing institution.
- Schedule exams so they are completed 30 minutes prior to closing.
- Retain exams for no longer than 30 days.
- Make reasonable accommodations for persons with disabilities.

#### The Test Taker will:

- Verify that the testing institution accepts SCLSNJ'S proctoring guidelines.
- Schedule a date and time which accounts for delays in mailing, library closures, etc.
- Make all arrangements with the testing institution.
- Contact the proctoring branch at least 5 business days prior to the exam to confirm appointment and that the test has been received.
- Contact the proctoring branch if the appointment needs to be rescheduled.
- Assume all costs associated with the exam including postage for exam return to the testing institution.
- Arrive 15 minutes before scheduled exam time.
- Bring a photo ID.
- Bring all allowable materials and equipment.

#### SCLSNJ is not able to:

- Guarantee that the staff who signed the original agreement will be present during the exam.
- Install software on Library computers.
- Monitor the test taker to ensure they are following rules about prohibited materials such as calculators, notes, textbooks, etc.



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- Be responsible for unforeseen events such as loss of internet access during the exam or emergency library closure.
- Guarantee a quiet space for test taking.
- Guarantee that the student is in sight of library staff at all times.
- Provide personal information such as staff Social Security numbers to individuals or institutions.
- Incur any costs associated with proctoring.
- Certify that the testing institution's instructions were followed by the student.
- Interpret test instructions for the student or assist in any technical manner with an online test.
- Hold on to personal items of any kind during the test such as cell phones, digital equipment, wallets, backpacks, purses, etc.
- Shred completed exams.
- Give the patron regular updates about time.
- Proctor exams on Sundays.

Created February 2015

Updated September 2019