



Exam Proctoring Policy

Purpose

In support of its mission to promote a lifelong pursuit of learning, the Warner Library will proctor exams for patrons upon request and availability of personnel, facilities and technology to do so.

Fees

There is no charge for residents of Sleepy Hollow or Tarrytown with a valid Warner Library card. Proctoring for nonresidents is available for a charge of \$30.00 per exam session. Payment is due before the exam can be administered. Cash, money orders, checks, credit and debit cards are acceptable forms of payment.

Availability

Exams are administered by appointment during regular library hours. They are administered by the Reference Librarian on Duty in the Reference Room. The Library will proctor both written and online exams. Online testing must be taken on one of the Westchester Library System public computers.

Responsibilities of the Student

- Arrange a time with the Director's office for an exam. A Librarian Proctor will be assigned.
- Notify your academic institution of the time and date of the exam.
- Provide your school with the email address of the Library Director and Librarian who will proctor the exam.
- Bring a valid picture ID and a valid Warner Library Card or a \$30.00 fee on the day of the exam.

Responsibilities of the Library

- Confirm through fax, mail or email with the academic institution providing the exam that a Librarian from the Warner Library will be acting as proctor for a student exam.
- Print out test documents for the day of the exam or provide student with passwords to open an online test.
- Confirm how completed written exams are to be returned to student's academic institution.
- Reserve a Westchester Library System Computer for student's use if taking an online exam.
- Make the student aware of time limits within 30 minutes of library closing or end of the exam.
- Check ID and Library Card and collect fees from nonresidents.

Adopted Warner Library Board of Trustees October 17, 2013