



# Exam Proctoring Guidelines

LUCIUS BEEBE MEMORIAL LIBRARY

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For students whose schools require remote study, Beebe Library is happy to proctor exams subject to staff availability and the requirements of the school. Please note the following guidelines, and leave this form at the Reference Desk. A librarian will coordinate with you to schedule your exam.

- ◆ Schedule your exam *in advance*. We cannot guarantee someone will be available to proctor at the last minute.
  - I request an appointment for an exam at the following date and time \_\_\_\_\_
- ◆ Ordinarily, we will ask you to take your exam in the Reference Room. A librarian will sign you in and out, fill out the necessary paperwork, and return mail your exam. We cannot, however, personally monitor you for the entire duration of the exam. Please check to see if these conditions are acceptable to your school.
  - I have verified with my school that these conditions are acceptable.
- ◆ If your school requires a specific librarian to register as the primary proctor, check to see if they permit another librarian to proctor in the case of a scheduling problem.
  - My school allows any available librarian to proctor my exam.
  - My school requires a specific librarian to proctor my exam.
  - My school will not accept a substitute.  
(In this case, please call the morning of the exam to ensure that the designated librarian will be present.)
- ◆ If you will take your exam online, be aware that our public computers cannot be reserved ahead of time. When you schedule your exam, please plan to be flexible, as you may have to wait for a computer to become available. As an alternative, we can schedule you to use a library laptop, or you are welcome to bring your own. Wireless Internet access is available throughout the building. We *strongly advise* testing your laptop's wireless connection in the library *before* you take your exam.
  - I will need access to a computer for my exam.
  - I will need a library laptop to take my exam.
  - I will bring and use my own laptop to take my exam.
  - I will be responsible for testing my laptop with the library's wireless network *before* my exam date.

NAME \_\_\_\_\_

PHONE and E-MAIL ADDRESS \_\_\_\_\_

SCHOOL \_\_\_\_\_

TODAY'S DATE \_\_\_\_\_

Please submit this form at the Reference Desk so we can contact you to schedule your exams.

Best of luck!