



## 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 the following guidelines. Please verify that these conditions are acceptable to your school and fill out this form ***each time*** you would like to take an exam.

- Schedule your exam ***at least 2 business days in advance***. We do not guarantee unscheduled proctor availability.
  - I request an appointment for an exam at the following date and time \_\_\_\_\_
- You will take your exam in the Reference Room. A librarian will sign you in and out, fill out the necessary paperwork, and return your exam electronically or by mail, as needed. The library will not cover postage. We do not personally monitor you for the entire duration of the exam. Please verify that 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, verify that the school will permit a substitute librarian to proctor.
  - 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, so you may have to wait for a computer to become available. As an alternative, we may reserve a library laptop, or you are welcome to bring your own. Wireless Internet access is available. We strongly advise testing your laptop's wireless connection in the library ***before*** you take your exam.
  - I will need a library computer for my exam. I understand I may have to wait for an available computer.
  - I would like to reserve a library laptop to take my exam.  
(In this case, please call the morning of the exam to confirm a laptop's availability.)
  - 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 to a librarian at the Reference Desk.  
You will be contacted to schedule your exam. Best of luck!