

Wolcott Public Library Proctoring Policy

In keeping with its mission to meet the informational, educational, and cultural needs of the community, the Wolcott Public Library provides free proctoring services for distance learning and other students.

Contact the library at 203-879-8110 to arrange to have a test proctored.

Proctoring services are based on the availability of staff, facilities, and equipment needed.

Tests must be scheduled with a proctor 7 or more days in advance and be scheduled during the proctor's regular work hours. Tests must be completed at least 30 minutes before the library closes.

The student must make all arrangements for the test with the school and prior contact between the proctor and the testing institution is required in order to verify test requirements, etc. The library reserves the right to substitute a proctor in the event of the original proctor's absence. The student is responsible for any fees associated with the exam, i.e. faxing, postage, printing, copying.

It is the responsibility of the student, not the proctor, to make contact prior to a test to verify that all test materials and/or information has been received by the library.

It is the responsibility of the student to arrive at the agreed upon time for an exam and to be prepared with the required items for taking the test, i.e. a valid picture ID pencils, calculator, erasers. Only items listed in the test instructions will be allowed in the test area.

Supervision may not be constant. We will try to keep noise to a minimum, but cannot guarantee complete quiet.

Proctors will enforce time limits and all other rules set forth in the examination materials. Violation of the exam rules will be reported to the educational institution.

The library is not responsible for any delayed tests or for any completed tests once they leave the library's possession. The library is not responsible for tests that are interrupted for library emergencies, closings, power failures or computer hardware or software failures.

Approved by the Wolcott Public Library Board
October 6, 2014