

Exam Proctoring Policy Westfield Washington Public Library

Westfield Washington Public Library (WWPL), as part of our commitment to the educational enrichment of the Westfield and Washington Township community, will proctor exams from an outside educational institution as staff and space permit. Exams for students who are non-residents of the WWPL service area will be conducted on a case by case basis; these students should contact their local libraries to find out if those libraries offer proctoring services

WWPL stipulations

- WWPL will proctor only online or written exams which take no longer than three hours to complete.
- Online exams may be restricted to hours of the day with lower demand for the public access computers, so as not to inconvenience general library users.
- It may be necessary for the student to test the library's computers in advance of the exam date, to determine that the Westfield School's firewall does not block the exam site.
- Exams which require the library to download and install test software onto public access computers will not be proctored by WWPL.
- If the exam contains an audio component, the student is required to provide suitable headphones (and in some cases, such as if the audio component is on cassette, etc., the playing device).
- It is recommended that online exams be scheduled well in advance of the deadline due to unforeseen downtime.
- WWPL will not proctor an exam which is not scheduled beforehand in person or via phone.
- The WWPL reserves the right to decline proctoring requests due to staffing issues or short notice.
- If a student needs to take an exam more frequently than three times a month, we encourage the student to contact another institution as a proctoring site back up and inform us of exam frequency at time of sign up.
- The Library is not responsible for unforeseen events such as network or equipment failure, lost or delayed mail, proctor absence or illness, or library closure.
- There are no options for complete privacy or total silence at the WWPL and the student must work with library staff to schedule the most appropriate time for an exam.
- WWPL will make good faith efforts to return the test materials as required by the educational institution within its general operating procedures.

Student responsibilities

- It is the responsibility of the student to arrange for all test taking materials to be sent to the library location, call to confirm arrival, and schedule an appointment with the proctor to take the exam in person or via phone. If the student needs the proctor to be certified by their institution, they must have their institution send appropriate documents required for their certification. WWPL will not require its proctors to take any courses on proctoring.
- Students are expected to arrive promptly for their appointment as scheduled. If the student is late, early, cancels the appointment, or fails to show up for the exam, it is up to them to reschedule at the convenience of the proctor.
- All deadlines, including testing time, mailing time, are the responsibility of the student, who should take into account delays in mailing, scheduling a time with the proctor, or days on which the library is closed.
- The student must obey all WWPL rules of conduct when taking the exam as well as any restrictions.
- Any returned mail, FedEx, or UPS charges must be paid by the student.
- It is the responsibility of the student to be sure that the test is taken within the time period that the educational institution requires.