



## MERIDEN PUBLIC LIBRARY PROCTORING POLICY

In an attempt to support continuing education and lifelong learning, the Meriden Public Library has agreed to act as proctor for distance learning students. The Meriden Library will provide this service under the following conditions:

- Any library staff member available must be acceptable as the proctor when the student chooses to take the exam.
- The Library agrees to receive the exam. When contacted by the student, the Library will arrange a time for the exam to be taken.
- Students need to present current photo ID. Name on ID must match the name on the test the student is registered to take.
- The student must not require one on one supervision while taking the exam. The Library is unable to provide one-on-one monitoring of students.
- The student must understand and be aware that the library environment and noise level will vary. The Library is unable to determine or predict the actual noise level at any given time or day.
- The student must understand that they can only utilize the areas of the Library that are open to the public to take the exam. The Library does not provide any special rooms for students to take exams.
- If the exam is to be taken online, then the student agrees to our Public Access Computer Policy except that we will expand the time limit to two and one half hours. Students may use their own laptop computers to access our wireless network with no time limits. This is recommended for exams that students expect to take longer than two hours to complete.
- The library staff will hand out the exam, collect it when completed, and mail, e-mail or fax it back to the appropriate educational institution.
- There will be no charge to fax or e-mail the completed exam back to the educational institution.
- If the exam is to be mailed back, the student or the institution giving the exam needs to provide a return envelope with paid postage. The Library cannot arrange for UPS or FedEx pick-up.

I, the undersigned, have read and understand the Meriden Library's Policy on Proctoring and agree to abide by it.

Print Name: \_\_\_\_\_

Signed Name: \_\_\_\_\_

Date: \_\_\_\_\_

**Adopted by the Meriden Public Library Board of Trustees, September 25, 2023**