PROCTORING GUIDELINES
Huntington Public Library● Reference Department
(631) 427-5165 ext. 251●eve_gonzalez@huntlib.org

The Reference Department of the Huntington Public Library is available to proctor both written and online exams pursuant to the following guidelines, with preference given to HPL cardholders. Others may be accommodated, depending on availability. It is the student's responsibility to check with his or her institution to be sure the institution will accept our procedures. Students must submit a Proctor Request Form for each course that needs to be proctored.

- All exams to be proctored must be scheduled in advance. We do not offer walk-in proctoring of exams.
- Student should arrive on time and if unable to keep appointment, students must cancel 24 hours in advance.
- Exams can only be proctored during regular library hours.
- Scheduling and all proctoring inquiries will be attended to during weekday business hours.
- While there will be an initial contact person, any staff member can administer the exam, not necessarily a degreed librarian. The Library reserves the right to substitute a proctor in the event of the original proctor's absence.
- Staff will not be able to continuously monitor the student during the exam, but may check on the student periodically. The exam will be administered on the honor system.
- The Huntington Public Library cannot provide proctoring for large groups of students or handle a large number of proctoring requests from one organization.
- It is the student's responsibility to arrange for the exam to be delivered to the library. The library cannot receive faxes but can receive email attachments.
- Students must bring photo ID and any supplies needed to take the exam (paper, pencils, pens, calculators, and audio equipment such as headphones).
- The Huntington Public Library will retain paper exams for 30 days from the date of receipt. If the test is not taken by that time it will be shredded.
- Tests must be completed thirty minutes before the Library closes.

- The Library cannot proctor exams that students bring in themselves.
- The Library will provide a computer that has Microsoft Word and Internet access. Installation on a library computer of any special software that may be needed to complete the exam will not be allowed. It is the responsibility of the student to ensure that the computing resources are adequate for their testing purposes.
- If test instructions do not specifically mention open book, open notes, the use of a calculator, cell phone, the student's own computer, or other electronic devices we will assume that the student cannot use these items while taking their test.
- Proctors will not sign a proctoring verification that attests to more than the staff member has been able to do and/or beyond the scope afforded by library policies and guidelines.
- The Huntington Public Library is not responsible for any delay in receiving exams, nor for any completed exams once they leave the library's possession.
- The Library is not responsible for exams that are interrupted by Library emergencies, power failures, computer hardware or software failures.