

**WOOD LIBRARY
134 NORTH MAIN STREET
CANANDAIGUA, NEW YORK 14424**

POLICY ON PROCTORED EXAMS

As a service to the community, Wood Library will proctor exams according to the following guidelines:

1. Students must be allowed to take the exam without constant supervision. The Library cannot provide staff supervision throughout the entire test period. The student is responsible for verifying with his or her instructor or institution if this arrangement is acceptable.
2. The student is responsible for arranging the exam with his or her instructor or institution. This includes getting proctor approval and ensuring that the proctor has all materials and information to give the exam (e.g. test booklet, instructions, online password). If necessary, the student may have his or her instructor contact the Reference Librarian directly with forms and instructions specific to the exam.
3. Proctoring services are available Monday thru Thursday between the hours of 10 AM and 5 PM, and Friday between the hours of 10 AM and 4 PM, depending on the availability of a certified proctor.
4. The date and time of the exam must be scheduled with the proctor at least one week in advance. Students should give their assigned proctor at least 24 hours notice if they must cancel or reschedule. The library does not guarantee that a certified proctor will be available when exams are rescheduled.
5. Tests requiring the use of library computers must be scheduled in advance to ensure computer availability and must not require the installation of additional software or changes to user or security settings.
6. While there is no fee for exam proctoring, charges will apply for any processing and handling costs, e.g. faxes, postage, copying. Currently, copies are 15 cents per page and faxes are \$2.00 first page and \$1.00 for each additional page.
7. If this policy meets student/institution criteria, proctoring service may be requested by contacting the Wood Library Reference Librarian on duty at 585-394-1381 or emailing woodlibraryreference@owwl.org and type "proctor" in the subject line. All arrangements for proctoring are made with the Reference Librarian.

Approved: 11/24/2014 Ben Lainhart, Asst Director