



MILLBURN FREE
PUBLIC LIBRARY

200 Glen Avenue • Millburn, NJ 07041 • Tel: 973-376-1006 • Fax: 973-376-0104
www.millburnlibrary.org

**Policy for Student Proctoring
Millburn Free Public Library**

June 2015

The Millburn Free Public Library offers proctoring services for students in accredited undergraduate and graduate programs. This service is offered according to the following policy:

- Proctoring services is free.
- The student must be enrolled in an accredited undergraduate or graduate college or university program.
- An appointment for proctoring services must be made a minimum of two (2) weeks in advance of the test date and will be scheduled according to staff availability.
- The exam will be scheduled during regular library hours. In the event of an emergency closure, the exam will not be administered.
- The proctor will attempt to provide a suitable quiet area for test taking but does not guarantee this arrangement.
- The student is responsible for providing the proctor with the necessary proctor application forms.
- The library will transmit the completed forms to the institution after the student's section is properly completed.
- The student is responsible for informing his/her institution of the library's proctoring policies and ensuring that these policies are acceptable to the institution.
- Completed exams will be returned to the testing institution by the Library via U.S. postal service in postage paid envelopes. Postage must be supplied by the student if a prepaid envelope is not supplied by the college or university.
- The student must present photo i.d. before the exam will be administered.
- The proctor will not be available to observe the student for the entire period of the exam, but will be able to check on the student periodically and keep track of the time limits.

Affirmed by the Board of Trustees

June 22, 2015