

New Brunswick Free Public Library

Proctoring Policy

Approved July 25, 2007, Modified November 19, 2008

The New Brunswick Free Public Library will proctor written examinations only for library cardholders in good standing who are residents of or work in New Brunswick and for residents of communities who will provide the service to New Brunswick residents.

Librarians will be the proctors of examinations during regular library hours (except Sundays). Librarians will not sign a proctoring verification that attests to more than they are able to do.

Appointments to take an examination must be scheduled at least one week in advance during the library's regular hours of operation. Reservations may be made in person or over the phone. At that time, the patron must present a picture ID before the examination will be proctored.

There is no private or quiet space available to proctor examinations. The library does not provide one-on-one monitoring.

The patron is responsible for supplying all materials including paper, pencils, calculators, and audio equipment and for ensuring the examination and documentation arrive at the library prior to the exam date. They are also responsible for ensuring that the library's proctoring policy meets the guidelines set by the institution giving the test.

The library assumes no responsibility for examinations not received by the educational institution. If the institution does not provide a stamped or metered return envelope, the patron must supply the return packaging and return postage. The actual postage must be supplied, cash is not accepted. The examination will not be returned to the examining institution until postage is provided and will be shredded thirty days after the test date if the return packaging and postage are not supplied. The library will not copy nor retain copies of the examination.

Proctoring must not involve any direct costs to the library.