

Proctor Policy

The Midland Park Memorial Library director will serve as a free proctor for an exam for Midland Park residents only under these guidelines:

- One week advance notice
- All testing materials must be received from the educational institution prior to the exam date

The proctor duties are

- Checking identification of the student
- Signing necessary forms for the institution
- Noting the time the exam starts and ends
- Digitally upload or email exam to the institution
- Place the exam in a sealed envelope in the outgoing mail if the student provides postage

The proctor does not

- Directly supervise the student
- Keep copies of completed exams

The students responsibilities are

- To ensure the library proctor policy meets the requirements of the institution.
- To incur all costs for the exam. The library will not incur any costs for proctoring services.
- To ensure the library computers are adequate to take the exam. If they are not the student must provide their own laptop. If the Internet connection is lost during the exam the library is not responsible.