PROCTORING POLICY

Purpose

New Canaan Library offers proctoring services for tests and other examinations, subject to payment of the fees and compliance with the guidelines set forth in this Policy. Proctoring is provided by the Adult Services Department Mondays through Saturdays between the hours of 9:00 AM and 5:00 PM, subject to staff availability. **PLEASE NOTE** that a prior appointment is required for this service to ensure staff availability.

Proctoring Fees

The following fees apply to the Library's proctoring services:

- Where constant, in-room supervision is required for the entire period of the examination, a $75.00 fee is charged.

- In all other cases, a $40.00 fee is charged.

Payment must be provided before the start of the examination. Payment may be made in cash or by credit card or personal check, made payable to New Canaan Library.

Guidelines for Use

- Requests for proctoring are by appointment only, and must be scheduled at least one week ahead of the requested date. Such requests must be submitted using the online form on the Library's website, located on the home page under the Book-A-Librarian button.

- The test taker must present a valid ID (e.g., current license, passport or student ID) and any other documents required by the testing institution.

- The test taker must arrive on time with any supplies required to complete the examination.

- It is the test taker's responsibility to ensure the examination materials are received by the proctor by the date scheduled for the examination. The Library is not responsible for any costs incurred for obtaining or sending the testing materials.

- Unless requested in advance at the time of making the appointment, the proctor cannot provide constant, in-room supervision.

- The proctor will enforce any time limits that are placed on the examination and any other rules set forth in the examination materials.

- The Library reserves the right to substitute a proctor in the event of the original proctor's absence.

- The Library is not responsible for any delayed tests, nor for any completed tests once submitted by the Library to the testing institution.

- The Library is not responsible for test sessions that are interrupted by events beyond the Library's control, such as power outages, or computer hardware or software failures.