



LIBRARY POLICY ON EXAMINATION PROCTORING

As a center for educational support, the Nutley Public Library offers distance learners the following option for securing proctors for their examinations.

Distance learners may make proctoring arrangements with library staff members and local teachers through the Library.

1. Librarians may proctor examinations at times when they are not scheduled to work, if they choose to proctor.
2. No compensatory time will be awarded for proctoring.
3. The Library will provide space appropriate to the testing requirements at no charge to staff librarians or local teachers (living and/or working or retired in Nutley) who wish to proctor. The proctor must request the use of space from the Director in writing at least two weeks prior to the testing.
4. All requirements of the educational institution providing the distance learning venue regarding proctoring are the responsibility of the proctor. The Library assumes no responsibility for the conduct of examinations.
5. The Director may maintain and distribute a list of librarians and local teachers interested in proctoring examinations for the purpose of informing interested students.
6. The Director may engage in methods which are essentially cost free to recruit librarians and local teachers to place their names on the proctoring list.
7. The Director may initiate press releases, etc., to make the community aware of the availability of the Library as a possible place to take distance learning examinations.
8. The Director will provide a copy of the Library Policy on Examination Proctoring to interested proctors and students.
9. Any arrangements for payment of proctors will be arranged between the proctor and the student. The Library assumes no responsibility for payment arrangements.

The Library cannot guarantee that every student will secure a proctor for an examination through the Library.

This policy shall be effective as of November 28, 1995, and shall be reviewed periodically.

Adopted by the Board of Trustees of the Nutley Public Library on November 28, 1995.