

## **Butte County Library Proctoring Guidelines**

### **Butte County Library will:**

- Receive test and provide a Senior Library Assistant or Librarian to sign appropriate paperwork and proctor exam.
- Advise student of specific institutional guidelines (no notes, no open book, calculator, etc.) prior to start of exam.
- Hold exam until deadline stated by institution.
- Return completed exam to the institution through regular library mail pick up.

### **Butte County Library cannot provide:**

- A locked or secure place, nor a quiet study room for test taking.
- A librarian for one-on-one monitoring.
- Proctoring for a group.
- Extended computer time on a public computer. Library public computers have a one hour limit which cannot be overridden locally.
- Proctoring of exams taken on a personal laptop.
- Return postage for, fax, or arrange for pick up of a completed exam.

### **Student Responsibilities:**

- Notify institution that exam must be sent in a sealed envelope addressed to "reference staff".
- Call library to verify receipt of exam.
- Arrive with necessary identification and supplies to take exam.
- Allow sufficient time to take the exam during available open hours, and before the deadline that has been established by testing institution.
- Allow sufficient return time for regular library mailing.
- Provide postage and an envelope, if not supplied by institution for return of completed exam.

Please call your branch reference desk if you have further questions. Thank you!