Athol Public Library
EXAM PROCTORING POLICY

For students whose schools require remote study, the Athol Public Library is happy to proctor exams subject to staff availability and the requirements of the school. Please note the following guidelines, and leave this form at the Circulation Desk. A librarian will coordinate with you to schedule your exam.

1. Schedule your exam *in advance*. We cannot guarantee someone will be available to proctor at the last minute.
   ☐ I request an appointment for an exam at the following date and time: _____

2. If your school requires a specific librarian to register as the primary proctor, check to see if they permit another librarian to proctor in case of a scheduling problem.
   ☐ My school allows any available librarian to proctor my exam.
   ☐ My school requires a specific librarian to proctor my exam.
   ☐ My school will not accept a substitute. In this case, please call the morning of the exam to ensure that the designated librarian will be present.

3. A librarian will sign you in and out, fill out the necessary paperwork, and return mail your exam. We cannot, however, personally monitor you for the entire duration of the exam. Please check to see if these conditions are acceptable to your school.
   ☐ I have verified with my school that these conditions are acceptable.

4. If you take your exam online, be aware that our public computers can be reserved ahead of time. As an alternative, you are welcome to bring your own. Wireless Internet access is available throughout the building. We **strongly advise** testing your laptop's wireless connection in the library *before* you take your exam.
   ☐ I will need access to a computer for my exam and have reserved one for this purpose.
   ☐ I will bring and use my own laptop to take my exam.
   ☐ I will be responsible for testing my laptop with the library's wireless network *before* my exam date.

5. Please make the librarian aware of any prior conditions or needs (i.e., passwords) prior to taking the test.
   ☐ I agree to pay any mailing expenses if necessary.
   ☐ I am aware that the library is a public place and generally quiet, but we can make no guarantees about the atmosphere on a given day.
   ☐ I understand that I am responsible for knowing how to access my exam and proceed with the test.

NAME _____

PHONE _____ E-MAIL ADDRESS _____

SCHOOL _____

TODAY'S DATE _____

Please submit this form at the Circulation Desk so we can contact you to schedule your exams. Best of luck!

Staff person taking the application _____ Staff proctoring the test _____

Approved by the Board of Library Trustees 9 May 2012