

## Proctoring Policy

The Montauk Library offers exam proctoring services based on the availability of personnel, facilities and technology required. Patrons should reserve proctoring sessions in advance by calling 631-668-3377 or emailing [proctor@montauklibrary.org](mailto:proctor@montauklibrary.org).

### Guidelines:

- The Montauk Library proctors written and online exams.
- Written exams may be mailed, e-mailed or faxed to the library. Test taker is responsible for providing envelopes and postage. Any costs for printing, postage and faxing shall be charged at the current rate per page to the test taker or the school.
- Tests must be scheduled with a proctor in advance by phone or by emailing [proctor@montauklibrary.org](mailto:proctor@montauklibrary.org). Walk-ins may be accepted based on staff availability.
- Prior contact between the testing institution and the proctor is required so that credibility and testing requirements can be verified.
- Proctors will not monitor a student continuously during an exam, but may check on the student periodically.
- The library does not guarantee a quiet room will be provided.
- The student is required to present a valid picture I.D. and come prepared with necessary supplies at the time of the exam.
- Proctors will enforce any time limit that is placed on the exam as well as other reasonable rules set forth in the examination materials.  
The use of cell phones or visiting with others is prohibited.
- The Montauk Library will not be responsible for any delayed tests, nor for any completed tests once they leave the library's possession and have been mailed back to the educational institution. The library will not be responsible for tests that are interrupted by library emergencies, power failures, or computer hardware or software failures. The library reserves the right to substitute a proctor in the event of the original proctor's absence.

### Responsibilities of the test taker:

- Contact the library to schedule an appointment to take your exam.
- Provide postage for mailing exam back to your school or money for faxing.
- Arrive promptly at the agreed upon time, prepared with the items required for taking the test.
- These may include picture I.D., money, pens/pencils and calculator.
- Only items listed in the instructions will be allowed in the test area.
- At the conclusion of the exam, test taker prints certificate of completion and submits to proctor.