Exam Proctoring Services

Exam correspondence and instructions should be sent to:

Kristen Leipert
Bethlehem Area Public Library
11 W. Church St.
Bethlehem, PA 18018

or
kleipert@bapl.org

The Student’s responsibilities:

● Communicate directly with a full time librarian for all stages of proctoring.
● Share the libraries proctoring procedures with the educational institution.
● Call ahead to confirm the exam and instructions have arrived from the institution.
● Send details such as length, allowable materials, any passwords etc., if the test is electronic.
● Schedule a time to the exam, last minute changes might not be accepted.
● Ensure the proctor who deals with the exam is a full time librarian.
● Responsibility for proper postage to mail or fax an exam is the student’s.

The Proctor’s responsibilities:

● Commit a full time librarian for proctoring, one of the following staff members:
  ○ Kristen Leipert
  ○ Matthew Rothfuss
  ○ Others as needed.
● Communicate with the institution and student directly.
● Check ID of the student before the exam.
● Secure the student’s phone and other belongings in a locker.
● Examine any directives from the institution on administering the exam. (Open/Closed Book, Time, etc.)
● Escort the student to a secure and visible area for the exam.
● Spot check the student, we do not sit in the same room constantly due to staffing constraints.
● Return the exam and all scrap paper to the institution, the student may not keep any part of the exam.

Electronic exams may be taken on a library computer. These workstations are not in a private area. The Library cannot guarantee a quiet workspace.

We are not able to commit to any other “special requirements” that the institution may wish.

IF these conditions are satisfactory for the educational institution, we will be happy to administer a printed exam, however, the student is responsible for contacting the institution to make sure these limitations were allowable.

IF these conditions are not satisfactory to the educational institution, we recommend Northampton Community College Testing Center at 610-861-5329. They may charge a small fee.

Revised September 2022