

Exam Proctoring Services

Bethlehem Area Public Library provides exam proctoring services during the library's operating hours, based on availability of qualified Reference staff. We do not charge any fee for this service and a library card is not required. We require one (1) week notice to schedule a proctored exam.

For exams requiring a library proctor, please read the following and complete the Exam Proctoring Request form.

Student's responsibilities:

- **Communicate** directly with a full time librarian for all stages of proctoring.
- **Share** the library's proctoring procedures with the educational institution.
- **Contact** the proctor ahead of time to confirm the exam and instructions have arrived from the institution.
- **Complete** the [Exam Proctoring Request form](#)
- **Schedule** a time to take the exam - last minute changes may not be accepted.
- **Ensure** the proctor is a full time librarian.
- **Responsibility** for postage or faxing fees is the student's.

Proctor's responsibilities:

- **Commit** a full time librarian for proctoring - one of the following staff members:
 - Caitlin Cuba
 - Emily Doyle
 - 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.
- **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.

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.

For exams proctored virtually by an external institution, please read the following:

- The Huddle Rooms are the only spaces that can be used for exam proctoring. The rooms are glass-enclosed and visible to staff and the general public. They are not completely soundproof.
- ***The library cannot provide an alternate room if the Huddle Rooms are not acceptable to the virtual proctor or unavailable.***
- Huddle Rooms should be reserved ahead of time at the following link: [Reserve a Room](#)
- If needed, a laptop can be provided. **Please email info@bapl.org to request use of the proctoring laptop and to make staff aware of software requirements.** The proctoring laptop can only be used in the library - it cannot be checked out.
- Staff is limited in the amount of technical support that can be provided. It is the responsibility of the student to confirm ahead of time that the proctoring laptop is compatible with test requirements.

Important information

- All tests must be completed 30 minutes before the library closes.
- The library is not responsible for tests that are interrupted or cancelled due to library emergencies, power failures, closures, or computer hardware or software failures.
- The library cannot guarantee a quiet workspace.