



## Exam Proctoring Services

Exam correspondence and instructions should be sent to:

Caitlin Cuba  
Bethlehem Area Public Library  
11 W. Church St.  
Bethlehem, PA 18018

OR

ccuba@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:
  - Caitlin Cuba
  - 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.