



Mattituck-Laurel  
**LIBRARY**

PO Box 1437  
13900 Main Rd.  
Mattituck, NY 11952

631-298-4134  
[www.mattitucklaurellibrary.org](http://www.mattitucklaurellibrary.org)

## Test Proctoring Policy

The proctoring of examinations is a service offered by the Mattituck-Laurel Library. The library will offer proctoring services based on the availability of personnel, facilities and technology to do so. You do not have to be a registered library card holder and there is no fee for this service. Those who wish to have the library proctor an exam must contact the library at 631-298-4134 ext. 105.

### Guidelines:

- We proctor written and online exams.
- Written exams may be mailed, e-mailed or faxed to the library. The test taker is responsible for providing envelopes and postage to return the completed exam. 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 a minimum of 3 business days in advance and tests must be completed 15 minutes before the library closes.
- 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.
- At the conclusion of the exam, the library shall return the completed test to the testing institution via the U.S. Postal Service at the next regularly scheduled postal drop off. The test taker or the institution is responsible for postage costs.
- While the library strives to provide for the proper administration of any exam being administered at the library, the library is not responsible for (1) the test taker's test results; (2) time delays that may occur while the test taker sits for the test, including but not limited to, interruption caused by a power, computer or software failure; (3) the safe-keeping of any completed tests between the time the test has been completed and when it is delivered to the U.S. Postal Service; and/or (4) proper delivery of the test to the testing institution.
- 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 necessary postage for mailing exam back to your school.
- Payment for any necessary printouts.
- 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.

Adopted 11/13/2023