

Proctoring Policy

The Weymouth Public Libraries will provide exam proctoring services for written and online examinations as a service to the community. Proctoring will take place at the Tufts Library, 46 Broad Street, Weymouth.

The student will request proctoring services with the Reference Department by email to: weref@ocln.org one week in advance of test date. Proctoring services will be scheduled by appointment only during regular library hours and will be subject to the availability of authorized staff, space and necessary equipment. Exams must be scheduled so that students have sufficient time to complete all exam requirements at least 30 minutes before the Library closes.

The student is responsible for having instructions and passwords sent to the Library at the above email address and to confirm that they have arrived at the Library. On the day of the examination, the student must show a current photo ID. For paper exams, the student or testing institution will supply a self-addressed, stamped envelope with sufficient postage if the exam is to be mailed back. The Library is not responsible for the completed exam once it has been mailed.

Examinations may be taken in the Study Room or other available space using the student's own laptop or at a public computer. Please be advised that no software may be downloaded to the public computers.

Library staff will not monitor a student continuously during an examination, but may check on the student periodically. Any member of the Reference Department will proctor the exam. It is the student's responsibility to verify that the proctoring conditions provided by the Library meet all the requirements of the institution administering the exam.

Students should come prepared with all necessary supplies to take the exam.

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