



Proctoring Guidelines

The student & instructor/school must agree with the following guidelines:

- The library can reserve the student a private study room for proctoring during regular [library hours](#). The reservation will be for the length of the exam.
- Students should arrange a proctoring date and time with the proctoring contact below at least **4 business days** in advance.
- The instructor/school must email the exam to the proctoring contact below at least **1 business day** ahead of the exam.
- Students must bring photo ID and supplies needed to take the exam.
- Students must arrive on time or we cannot guarantee the full proctoring time slot.
- Library staff **WILL**:
 - Print and administer the exam
 - Ensure that the student only has items in room per instructor/school instructions
 - Check on student periodically
 - Start & end the exam at appointed time
 - Scan & email/upload exam back to instructor/school
- Library staff **WILL NOT**:
 - Stay in the room with the student during the entire length of the exam
 - Mail the exam back unless student provides envelope & sufficient postage

[Request a Proctoring Appointment here](#)

Proctoring Contact:

Lindsay Cummings, Head of Adult/YA Services

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