

Free Library of Monroe Township
Proctoring Policy

The library offers proctoring service for students and general public, subject to availabilities of authorized staff. The proctor is only available during their regular work hours. The proctor will observe the student while performing other tasks and assisting library patrons.

Proctoring is free to Monroe Township residents and Monroe Township Library cardholders. Non-residents/cardholders are eligible for proctoring services at a fee of \$15 per test. Fees must be paid in advance of testing.

Student responsibilities:

The student must confirm that this proctoring policy meets the requirements of the institution giving the examination.

The student must email (jschillig@monroetpl.org) or drop off the proctor request form to the Information Desk located in the library.

Tests must be scheduled with the proctor a **minimum of one week** in advance. Email (jschillig@chplnj.org) or call (856-629-1212 x204) the proctor, Jennifer Schillig, to schedule a test time. If you are unable to keep the scheduled time please contact the library.

It is the responsibility of the student to verify that the library has received the exam.

For computerized tests, the student is responsible for ensuring that the computers at the library are adequate for test taking. The library will reserve a study room with a laptop for the examinee as needed.

For written tests, students or the administering institution will be responsible for providing postage. The library will hold exams until the testing institution's deadline. Uncompleted exams will be returned to the testing institution if postage is provided- otherwise the exam will be destroyed. The library does not keep copies of completed exams.