

Exam Monitoring

Louis Bay 2nd Library's Librarians will serve as monitors for exams taken by distance learners within the following guidelines:

- Monitoring is a free service.
- A minimum of one-week advance notice is required. In addition, all test taking requirements must be received from the issuing educational institution before any tests are taken.
- Exams will be scheduled during normal library hours of service.
- The Library/Librarian cannot monitor online exams that require public access computer settings to be modified.
- Direct supervision during the exam is not provided.
- The exam monitor will be the Librarian in charge at the time the exam is taken.

Librarian Responsibilities:

- Checking identification of student taking the exam.
- Noting the time that an exam was started and completed in the Library.
- Signing the required school supplied documentation.
- Situating the student in a quiet area of the library or at the public PC area, whichever is better suited to the circumstances.
- Fax the completed exam to the institution; provide the fax confirmation to the student and retain a copy at the Library.
- Dispose of the completed exam according to the institution's instructions.

Student Responsibilities:

- Confirm that this monitoring policy meets the requirements of the institution giving the examination.
- Accept responsibility for providing postage and any other expenses incurred.
- Ensure that the library's computing resources are adequate for their test taking requirements. The Library accepts no responsibility for Internet connections.

For more information, contact the Reference Desk at 973-427-5745 x17