

PROCTORING SERVICES AT THE RIDGEFIELD LIBRARY

The Ridgefield Library offers proctoring for tests and examinations. Exams are proctored by the Adult Services Department during regular Library hours Monday through Saturday subject to staff availability.

Test Proctoring Fees

There is a \$25.00 fee for proctoring payable at the time of the exam. The Library accepts cash and personal checks, which should be made out to the Ridgefield Library.

Test Proctoring Guidelines

- Requests for proctoring are by appointment only and must be scheduled at least 5 days in advance of the requested date. Students should plan ahead to allow sufficient time to take the examination before the test deadline that has been established by the institution issuing the exam.
- It is the student's responsibility to make sure the Library receives any test material. The Library is not responsible for any costs for obtaining or returning the examination.
- The Library cannot proctor online exams that require the installation of special software or the modification of existing computer settings.
- Proctors cannot provide constant in-room supervision during an exam.
- The student must present a valid photo ID and any other documents required by the institution or organization issuing the exam.
- Proctors will enforce any time limits that are placed on an exam, as well as other rules set forth in the examination materials.
- The Library reserves the right to substitute a proctor in the event of the original proctor's absence.
- Librarians will not sign a proctoring verification that attests to more than the staff member has been able to do.
- The Library is not responsible for any delayed tests, nor for any completed tests once they leave the Library's possession and have been mailed back to the educational institution.
- The Library will not be responsible for tests that are interrupted by Library emergencies, power failures, or computer hardware or software failures.