

Proctoring Policy

Purpose:

In support of its mission to support lifelong learning, the Simsbury Public Library offers limited proctoring services. Exam proctoring is subject to staff and room availability. Please note that the Library does not proctor examinations that require direct supervision of test takers.

Roles & Responsibilities:

There is no fee for this service. Students are responsible for all costs pertaining to printing, copying, and/or returning the examination to the institution.

The following conditions apply to all proctoring services provided:

- Individuals taking exams must present photo identification
- Proctoring is available Monday-Friday from 9:30am - 4:30pm based on staff availability.
- Students may request one appointment at a time for up to 2 hours and must conclude 15 minutes prior to closing.
- Please schedule appointments at least 1 week in advance. **Walk-in appointments are not available.**
- If available, staff will coordinate a study room for you. Study rooms **do not** have a computer.
- Students are responsible for bringing their own device (if required).
- Basic technical assistance may be provided, but the Library is not responsible for platform issues.
- If required, students may email exams or send exams directly to the Library at:

Simsbury Public Library
Attn: PROCTOR'S NAME
725 Hopmeadow St.
Simsbury, CT 06070

- Library staff are unavailable to sit in the study room for any proctoring appointments.
- If needed, students may leave unauthorized materials at the Information Desk.
- If you need to cancel or reschedule, please contact the Information Desk.
- All exam content and results will be kept confidential.

To schedule, please complete a Proctoring Request form.

Name: _____

Phone Number: _____

Email: _____

Exam Type: (pulldown- Print or Online)

Course Type: _____

Date/Time Availability (please list a couple options, if available): _____

☐ I have read and understand the above Proctoring Policy. (check box)

~ Approved by the Library Board of Trustees August 18, 2025