Webster Public Library | 980 Ridge Road | Webster, NY 14580 | P 585.872.7075 | websterlibrary.org

Exam Proctoring Guidelines

Webster Public Library is committed to serving the community's intellectual pursuits. We offer exam proctoring services for online and paper exams. Please read our exam proctoring guidelines before submitting a request.

For the student – RealEstate U

- **Students must provide their own laptop with wireless connectivity** for taking exam. The library does provide free public Wi-Fi.
- Once you complete the proctoring questionnaire to indicate you're taking a RealEstate U exam, you will see a link to reserve one of our study rooms.
- Book a study room for the day and time you would like to take your exam.
- When you arrive at the library, check in at the Information Desk. A staff member will assist you with getting your exam set up.

Please fill out the exam proctoring questionnaire to determine proctoring eligibility

For the students – all other exams

- Students must fill out the online exam proctoring request form to have their exam proctored by a library staff member.
- Once you complete the proctoring questionnaire you will see a link to the exam proctoring request form.
- Once you complete the request form, a librarian will contact you about whether we can fulfill your request. **Your appointment is not finalized until you receive confirmation from library staff.**
- Requests must be made in advance **five days for online exams** and **at least two weeks for mailed paper exams.**
- The proctoring librarian will reserve a private study room for the student if available. If not, they will find a quiet table for the student.
- If the exam is online, the **student must provide their own laptop with wireless connectivity**. The library does provide free public Wi-Fi.
- Students must inform their educational institution about the library's proctoring guidelines before requesting to have their exam be proctored (see "For Educational Institutions" below).
- Students are responsible for making sure the proctor receives the exam materials before the scheduled exam date.

Please fill out the exam proctoring questionnaire to determine proctoring eligibility

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For the Educational Institutions

- Proctors **will not** remain in the room during the student's exam.
- The library has private study rooms that are available for students' use. If a study room is not available, study tables are available in the main library area.
- If the exam is online, the **student must provide their own laptop with wireless connectivity**. The library does provide free wi-fi but cannot provide computers or laptops.

On the proctoring calendar, you will select a day and a start time. The exam must be completed during library hours. Once a time is requested, a librarian will contact you about whether we can fulfill your request. **Your appointment is not finalized until you receive confirmation from library staff.**

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