

Exam Proctoring Policy

This policy applies to the Aurora Town Public Library, a contracting member library of the Buffalo & Erie County Public Library.

I. GENERAL INFORMATION

The Aurora Town Public Library (ATPL) supports our community's lifelong learning goals. The ATPL may proctor exams, subject to the availability of personnel and facility space. This policy establishes guidelines for exam proctoring and clarifies the Library's ability to accommodate this free service.

II. SCHEDULING

1. All proctoring must be requested a minimum of two weeks in advance by submitting a Request for Proctoring Services Form to eau@buffalolib.org. All requests must be reviewed and approved by the Director before being confirmed by the Senior Library Clerk. If you have any questions, please email eau@buffalolib.org or call (716) 652-4440.
2. Proctoring must be scheduled to begin no earlier than 10:30 a.m. and must be completed no later than 4:00 p.m.
3. Exams cannot last longer than three hours.
4. Examinations must be emailed to eau@buffalolib.org or received by the Library at 550 Main St., East Aurora, NY 14052, at least one business day before the exam. The ATPL is not responsible for mailed exams that do not arrive on time.
5. The ATPL will make every attempt to meet the needs of the student, but proctoring may be cancelled if the Library is closed due to inclement weather or other emergencies, including computer malfunctions or staffing shortages. The Library will not be held responsible for such cancellations.

III. EXAM CONDITIONS

1. The ATPL will provide monitoring, but cannot provide one-on-one proctoring or continuous, uninterrupted monitoring of exams. The Library will provide a space to take the exam, set up the exam, periodically monitor the student, keep track of the exam's time limit, and submit the exam file to the institution.
2. The ATPL cannot provide a locked or secured testing space.
3. The ATPL cannot guarantee the exam space will be quiet at all times. Library patrons are allowed access to the testing area during all open hours.
4. The ATPL is not responsible for any unforeseen technical difficulties, including test interruptions, due to loss of power or internet connection.

IV. RETURNING COMPLETED EXAMS

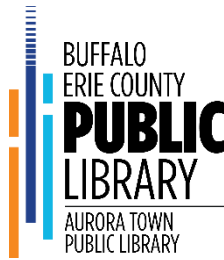
1. Completed exams will be scanned and emailed to the requested institutional email address unless otherwise specified. Receipt of scanned exams must be confirmed. The ATPL will securely shred the exam after acknowledgement of receipt or after 3 business days with no response.
2. If the exam must be returned through physical mail, the school or the student is responsible for providing a properly addressed return envelope with sufficient postage to reach the institution.

3. The Library is unable to provide overnight delivery service. Testing materials will be handled in the same manner as all other Library mail. Staff is not able to make special trips to the post office or arrange for pickup by delivery or mailing services.
4. The ATPL is not responsible for completed exams that do not reach the educational institution by the deadline date.

V. STUDENT RESPONSIBILITIES

1. Determine whether the ATPL's level of supervision matches the requirements of the institution.
2. Verify that the ATPL has received the test before the scheduled exam date.
3. Photo identification, such as a driver's license or school ID card, must be presented at the time that the exam is taken and must match the name on the exam materials.
4. Arrive 15 minutes before the start of the exam with the necessary supplies and equipment.
5. Failure to arrive 15 minutes before your appointment will result in ATPL withdrawing current and future proctoring services. Please contact eau@buffalolib.org in advance if you need to cancel or reschedule your appointment.

Adopted by the Aurora Town Public Library Board of Trustees on September 28, 2026.



REQUEST FOR PROCTORING SERVICES

All proctoring must be requested a minimum of two weeks in advance. All requests must be reviewed and approved by the Director before being confirmed by the Senior Library Clerk. Requests are subject to the availability of personnel and facility space.

STUDENT INFORMATION

Name: _____ Date: _____

Phone: _____ Email: _____

INSTITUTION INFORMATION

Institution Name: _____

Institution Address: _____

City/State: _____ Zip Code: _____

Contact Email: _____ Contact Person: _____

EXAM INFORMATION

Exam Name: _____ Proctoring Date(s) Requested: _____

Exam Length: _____

Exam Format: ☐ Physical ☐ Computer/Internet

Materials Permitted: ☐ Books ☐ Notes ☐ Calculator ☐ Other (Explain Below)

Return Service: ☐ Scan/Email ☐ Physical Mail (Addressed Envelope with Postage Required)

☐ I agree that I have read ATPL's *Exam Proctoring Policy* and agree to be bound by the terms set forth therein. I understand I do not have approval for proctoring services until I receive a copy of this contract signed by the Library Director or Librarian-In-Charge.

Signature: _____ Date: _____

Library Use Only Application (circle one): Approved or Rejected.

Signed by: _____ Date: _____

Return to: Aurora Town Public Library, 550 Main Street, East Aurora, NY 14052

Email: eau@buffalolib.org

Questions: (716) 652-4440