



TOWN OF BURLINGTON



Justin Acosta
Head Reference Librarian
jacosta@burlingtonpl.org (781) 270-1691

Proctoring Information for Students

Days and Hours of Proctor Availability

For computer exams - Exam takers who use our computers may schedule exams:

- Monday through Friday, 10:15am to 2pm.
- Monday through Thursday, 6pm to 8:30pm.

It is important to understand that exams begun at 10:15am or later MUST be completed by 2pm and exams begun at 6pm or later must be completed by 8:30pm. We do not proctor exams on our computers over the weekend.

If the exam taker uses his/her own computer, he/she may schedule Monday through Saturday, provided the exam ends no later than 30 minutes before closing.

For paper exams - Paper and pencil exams may be scheduled Monday through Saturday, but the exam MUST end 1 hour before closing.

Appointments

Exams must be scheduled. Please call the reference desk at (781) 270-1691 or email us at ill@burlingtonpl.org.

No exams can be scheduled on a Sunday or Summer Saturday.

It is your responsibility:

1. **To coordinate with your school to establish us as proctor.**
2. **To ensure we have your exam before you come to take it.**

Coordinating with your School

Your proctor will be the Reference Department at the Burlington Public Library. It is best to designate it as such on your school's paperwork in order to give you maximum flexibility in scheduling exams. If just one of us is designated as your proctor, you must take your exam only when that one person is available. If names must be supplied, we are Justin Acosta, Shelley Sloboder and Aren Briggs. Please list us all so that any one of us can proctor your exam.

Please download and forward the [Proctoring Information for Schools](#) PDF to your teacher or school. It is your responsibility to ensure that they receive our proctoring information. The school must agree that our method of proctoring is acceptable before we proctor your exam.

Taking the Exam

The Burlington Library is a busy public library and we are unable to closely monitor the student during the entire exam. The librarian will check the student's ID and make sure that they have only the materials he/she is allowed, such as sheet of notes, calculator, etc. Any other items will be stored away from the test taking area. Students are typically near the librarian, within eyesight, as they take their exams. The librarian will time the exam and will walk by the student every 15-20 minutes to make sure they are not looking at notes or other websites. If this scenario is agreeable, we are happy to proctor your exam.