# How to Proctor Exams

* Inform instructor or test taker that JPL staff will follow the guidelines set out by the instructor or organization, but we are not able to have eyes on the test taker 100% of the time. Staff will be within viewing distance. If an organization requires that testees be monitored at all times, test takers will need to go to a place like Sylvan Learning Center that offers proctoring services for a fee.
* Provide Elizabeth Steven’s name to instructor or test taker as the primary contact, but let the individual know that the proctor will be whichever library staff person is scheduled at the Reference Desk at that time. Public Services Librarian is the position or title.
* Provide info@johnstonlibrary.org as the email address to send exam instructions to.
* Inform instructor and/or student that it is the student’s responsibility to schedule the test date with library staff. Study Rooms 1 or 2 or the Archive Room (especially during the day when the Archive Room is less likely to be booked) are good choices to book for proctored exams because they’re within eyeline of the Reference Desk.
* When scheduling a room for a proctored test, you need to be LOGGED IN to the Library Market event calendar so you can name the event as Proctored Test.
* After you are logged in to Library Market >Reserve a Room > Choose Study Rooms 1, 2 or Archive Room. If individual will be taking the test in a Study Room, select *Edit*  to change the name of the event. Event name should not say Study Room 2, e.g. but rather should say Proctored Test for Firstname L. (Pic A)
* Ask the testee to check back in with library staff a couple days before the exam to make sure the library has received all of the testing materials.
* One testing information comes in to [info@johnstonlibrary.org](mailto:info@johnstonlibrary.org), Beth or Peg will print testing info and file it in the student’s folder in the cabinet labeled Proctored Exams behind the Ref Desk.
* Beth or Peg will send a reply email to info@johnstonlibrary.org letting staff know that this test inquiry has already been responded to and test info is printed.
* When student arrives for test, verify identity by asking for ID.
* Follow all instructions as provided by the professor.

