

# Thomas Branigan Memorial Library

## Guidelines for Proctoring Exams

### Guidelines

- The Thomas Branigan Memorial Library proctors exams at no charge.
- The Library will offer proctoring services based on the availability of personnel, facilities and technology to do so.
- The Library does not proctor online exams, unless the exams are university-approved for insecure wireless connection from the student's own laptop.
- The Library will provide a study room for exam taking. You must reserve a room in advance.
- **Direct in-room supervision will not be provided.**
- A specific proctor cannot be guaranteed.
- The Library cannot guarantee that the area outside the study room will be quiet.
- The Library reserves the right to refuse to proctor any exam they find to be too burdensome or exacting in its demands.
- Library staff cannot interpret exam instructions for the student nor assist in any technical manner with online exams.
- Library staff will not sign any statement required by the educational institution inconsistent with our policy or with how the exam was administered.
- The library will not be responsible for any delayed exam, nor any completed exams once they leave the library's possession.
- A photocopy of the completed exam, unless restricted by the institution, will be kept on file for 7 days after the exam has been completed and sent to the institution. All exams will be destroyed after 7 days.

### Student Responsibility

- Fill out the Proctoring Request Form completely and return it to the Reference Desk. You can fill out a copy online by clicking here. (This must be done each semester.)
- Check with the library staff to make sure that the proctoring requirements can be met.
- Read the Guidelines for Proctoring Exams and submit them to the educational institution for approval.
- Coordinate the transfer of the exam from the institution to the library and to verify that the exam has been received from the library. **This is your responsibility; library staff will not contact you.**
- Students must make arrangements to take the exam at least 48 hours in advance. **Please call (575)-528-4005 or email [library.reference@las-cruces.org](mailto:library.reference@las-cruces.org) to schedule an appointment.**
- Please arrive for the exam as scheduled. Bring your own supplies.
- You must present a current photo ID when you arrive to take your exam.
- Notify the Library if you cannot keep your scheduled appointment.
- If the institution does not provide a self-addressed stamped envelope for returning an exam by postal mail, the student must provide it.

### Institution Responsibility

- The institution must notify TBML of their approval of the library's guidelines by e-mail before exams can be proctored.
- Providing the library with the exam or password and instructions by postal mail or e-mail; the library does not accept faxed exam materials.