

MCDL Proctoring Guidelines

- Any associate or librarian can serve as a proctor. It is, however, good practice to designate someone from each branch as the official proctor.
 - This individual handles the initial contact with the student and with the institution that will be sending us the exam. They will explain what MCDL can and cannot provide for our proctoring service upon initial contact. It is up to the institution at this point to allow or not allow students to be proctored in our facilities under our guidelines.
 - Most institutions require information from the official proctor prior to allowing their students to take exams at the library. This usually includes name, email, phone number, title, and relationship to the student to be proctored.
 - This staff member will receive through the mail written exams and through email online exams.
 - The official proctor will work with the student to schedule a proctoring appointment and, if they won't be present, communicate with other staff as to when the student is coming in and where the exam can be found.
 - Most written exams require the signature of the "official" proctor. Regardless of who actually proctors the exam, the official proctor will most likely need to sign off on it before it is returned.
- MCDL cannot provide a proctor that will remain in the room with the student at all times.
- MCDL will attempt to provide a quiet environment; however, this may not be possible at some locations.
- All exams need to be finished ½ hour before the library closes.
- It is the student's responsibility to ensure that the library has received the exam prior to the scheduled proctoring appointment.
- Students are responsible for any postage required to return exams. MCDL does not provide any envelopes. MCDL is unable to accommodate any exams that cannot be returned via fax, scan, electronically, or USPS.