

Test Proctoring

Test proctoring is offered only at The Loma Colorado Main Library. Test proctoring is a free service.

All proctoring is done by a librarian and must start a half hour after the Library opens and finish a half hour before the Library closes.

To schedule a proctored exam please fill out this form. You will be contacted within two business days.

Test proctoring needs to be scheduled one week notice in advance of the test being administered.

Read the guidelines below to check whether the library's service limitation for proctoring fit the needs of your exam.

The following guidelines apply:

- The student must fill out a Student Proctoring Form and submit it to the proctor. No proctored exams will be given without a student proctoring form.
- It is the student's responsibility to make sure that the proctor receives the proctoring instructions, exam (if written) and access code (if online) by contacting the school's testing center or professor.
- The proctor helps Library patrons at a busy service desk during the proctoring and will not be able to always watch the student.
- The Library's desktop computers are not within sight of the proctor at the service desk. If the school or testing center allows, students may use wireless laptops with the understanding that a wireless connection is not as reliable.
- The Library reserves the right to substitute a proctor if the proctor of record is not at the Library at the time of the test.
- The student will be required to present a photo ID at the time of the exam.
- There is no guarantee of quiet.
- Proctors will enforce any time limits that are placed on the exam, as well as any other rules set forth in the exam materials.
- Any perceived violation of the posted rules for the exam will be reported to the educational institution.
- Librarians cannot proctor tests that students bring in themselves.
- Librarians will not sign a proctoring verification that attests to more than the staff member has been able to do.
- The Library will not be responsible for tests that are interrupted by Library emergencies, power failures, or computer hardware or software failures.
- The Library will not be responsible for any completed tests once they leave the Library's possession and have been mailed or transmitted back to the educational institution.

For more information, please contact:

(505) 891-5013 x3033 or askalibrarian@rrnm.gov