



TOWN OF BURLINGTON



**BURLINGTON  
Public Library**  
*Connect, Discover, Enjoy*

Justin Acosta  
Head Reference Librarian  
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## **Burlington Public Library Proctoring Guidelines**

Dear School,

It is important to us that you know exactly how we proctor exams at the Burlington Public Library. Below are our proctoring guidelines:

**The librarian will check the student's ID and hand student an exam or log into a computer to access an exam. We will make sure that the student has only the materials he/she is allowed, such as sheet of notes, calculator, etc. Students are typically near the librarian as they take their exams and we will walk by the student every 15-20 minutes to make sure they are not looking at notes or other websites. The Burlington Library is a busy public library and we are unable to closely monitor the student during the entire exam. We will time the exam.**

If this scenario is agreeable, we are happy to proctor your student.

All exams and communication should be directed to [ill@burlingtonpl.org](mailto:ill@burlingtonpl.org). It is easier for us, and for your students, if any of the three Reference Librarians employed at the Library is able to proctor your student's exams. If only one proctor is designated, your student will only be able to schedule an exam during that librarian's shift. We are Justin Acosta, Shelley Sloboder and Daphne Goldfinch.

Before we proctor an exam for your student, we must hear back from you saying that you agree to our proctoring method.

Sincerely,

Justin Acosta  
Head Reference Librarian  
Burlington Public Library  
781-270-1691  
Email: [ill@burlingtonpl.org](mailto:ill@burlingtonpl.org)