

MacDonald Public Library

TEST PROCTORING POLICY

As a community service, the MacDonald Public Library will provide proctoring services for written and online exams. *The Library reserves the right to refuse proctoring if the requirements exceed staff or facility capabilities. The fee for proctoring is \$10 for City of New Baltimore residents and \$25 for all others, to be paid in advance of scheduling the exam.*

Procedure

- The student must contact the library at least *seven* days before the exam to request proctoring service. The library requires photo I.D. and the student's name, home address, telephone number, email address (if appropriate) *and fee payment* at that time. Examinations received without advance notice and contact information from the student will be returned to the institution.
- The Library will proctor written or online examinations (see Online Exam requirements).
- The student is responsible for having examinations and instructions sent to the library and to determine when they have arrived. The student will schedule a date and time to take the exam only after it arrives at the library.
- The test date and time must be arranged during regular library hours. Tests should not exceed four hours in duration. If the student fails to comply with the agreed upon test date and time for each proctoring session, examinations will be returned to the institution.
- *It is the student's responsibility to allow adequate time for completion of the exam. Exams should not be scheduled during the last hour the library is open.*
- Unless a prepaid envelope is provided, examinations received without advance notice or not taken will be shredded.

Testing Environment

- *The Library does not have a private room for exam taking. The student will sit at a table in the adult area, near the Reference desk and the librarian on duty will proctor the test.*
- The Library cannot provide proctoring if a librarian is required to be with the student during the entire exam. The librarian will not monitor a student continuously during an exam, but may check on the student periodically. It is the student's responsibility to verify that the proctoring conditions provided by the library meet all the requirements of the institution administering the exam.
- Students should come prepared with pens, pencils, erasers, scratch paper, calculators or any other supplies needed for the exam.

Online Examinations

- The Library does not provide laptops, students must bring their own.
- If the student cannot use or does not have a laptop they may use one of the library's internet computers; but they must adhere to the library's Internet Access and Use Policy. It is the student's responsibility to know the testing institution's web address and to arrange for any needed passwords to be delivered to the Library prior to the testing day.

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Exam Administration

- On the day of the exam, the student will be asked to show a photo I.D. for verification.
- Librarians will not grade examinations. Other arrangements will need to be made if this is a requirement of the testing institution.
- The Library will enforce any time limits that are placed on the exam.
- The Library will not copy finished exams or hold exams past the date they are taken. Unless other arrangements have been made, untaken exams will be held a maximum of three months.
- Librarians will not sign a proctoring verification that attests to more than the staff has been able to do.
- The completed exam and other paperwork will be mailed in an envelope provided by the testing institution. If return postage is not prepaid, postal fees to send the exam and paperwork to the institution is the student's responsibility. Normally, the exam envelope will leave the building the next business day. The library is unable to honor requests requiring special trips to the Post Office, FedEx or UPS.
- If the completed exam and other paperwork are to be faxed, faxing fees are the student's responsibility.

Approved 3/28/12