

# **Proctoring Tests Policy**

## **Wabasso Public Library**

### **Purpose**

In an effort to support the goal of lifelong learning, and act as a public service, the Wabasso Public Library provides proctoring services upon request; they are subject to the availability of authorized staff and resources.

### **Methods of Administering Tests**

Currently the Library recognizes the following methods of taking courses/tests:

1. U.S. mail delivery
2. Computer accessible courses taken online including teleconferences
3. Email delivered passwords with tests taken online or delivered as printed attachments
4. Faxed tests

### **Expectations of the Student**

Persons interested in using the Library's test proctoring services must read the entirety of this **Proctoring Tests Policy** before making arrangements with Library staff.

When making arrangements, students must supply their name, telephone number, email address, the name of the school, class, and instructor, and the desired date and time of the exam using the **Proctor Form**.

The student is responsible for making all arrangements with the educational institution giving the test as well as scheduling computer time (unless a portable device is allowed per the institution's requirements), verifying email/fax numbers, and delivery of all institutional information to the Library, including sending and verification of arrival of test/password information with library staff.

If the exam is written, it is the student's responsibility to obtain needed signatures and arrange for the exam to be delivered to the Library. It is the responsibility of the student to contact the Library to see if the test has arrived, and to schedule with library staff the date, time, and format for taking the exam.

Students are expected to come prepared with the necessary or required supplies to take the exam.

If this policy does not meet the student's needs or the requirements of the educational institution, the student should contact the institution that is administering the test for other proctor recommendations.

### **Conditions of the Library**

Students must verify that the following conditions are acceptable to themselves and the institution giving the test before having an exam sent to the Wabasso Public Library:

- The taking of certain tests may be limited by the Library's internet access, available technology, or librarian's technological expertise. Efforts will be made to access the test

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but special proprietary or purchase-associated software will not be downloaded for specific tests. Students should have email and telephone contact information for the instructor at the time of the test so that they can be called in the event of a problem.

- Proctors will not monitor a student continuously during an exam, but may check on the student periodically. Proctors will enforce any time limits that are placed on the exam as well as other rules set forth in the examination materials. The use of cell phones or visiting with others is prohibited.
- At the conclusion of a written exam, the exam will be returned directly to the testing institution. The student is responsible for return costs. The student (or institution) is responsible for providing the envelopes or packaging needed to return the exam to the institution. Return costs can be found in **Return Costs** below.
- The Library will not be responsible for any delayed tests nor for any completed tests when they leave the Library's possession to be returned to the educational institution or association.
- If applicable, the Library will hold a facsimile of the test for thirty (30) days or the test's stated deadline.
- Librarians will not sign a proctoring verification that attests to more than the librarian has been able to do.
- Proctoring tests is a service available to all patrons and is provided as a courtesy; the Library has the discretion to limit or deny this service.

### Return Costs

Students are responsible for any fees acquired for printing, scanning, faxing or mailing an exam as required by the professor. Completed exams will be returned to the testing institution only via the envelopes or packaging provided by the student or institution. The costs associated with proctored exams is as follows:

- **Printing:** \$.20 per B/W page; \$.50 per color page
- **Faxing:** \$1 for first page sent; \$.25 per following page sent; \$.25 per page to receive
- **Scanning:** \$3.00 per exam
- **Mailing:** Current postage rate, plus \$1

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