



## Proctoring Policy

Reviewed November 2014

### **Purpose**

Orange City Public Library agrees to cooperate with patrons and institutions to support their lifelong learning goals by offering proctoring services. This service is based on the availability of personnel, facilities and technology to do so. As such, the following responsibilities are set out.

### **Responsibilities of the Student(s):**

- The student will ask the library staff to proctor the exam.
- The student will be required to arrange for the exam and instructions to be sent to the library at least one week before taking the exam.
- The student is responsible for making arrangements to take the exam including calling the library to make sure the test has arrived (electronically or via mail) and scheduling a time to take the test. The student will schedule the exam time to end 30 minutes before the closing of the library.
- The student is responsible for ensuring that the computer resources at the library are adequate and available for test taking.
- The student will provide a valid driver's license or photo ID (if required) for verification of identity or the test will not be proctored.
- The student will arrive prepared with the necessary or required supplies to take the exam. These supplies will be made available for approval by the proctor if required.
- The student is responsible for the return postage and envelope for any exam which does not include a self-addressed stamped envelope. If it is required to fax the test to the institution the student will be responsible for that cost.
- The finished exam will be handled with other library mail.

### **Responsibilities of the Library and staff:**

- The library staff will provide the student and institution with copies of this policy upon request.
- A library staff person will proctor the exam. Specific librarians will not be assigned to proctor specific exams.
- The proctor will observe the student while performing other tasks and assisting other patrons. Proctoring at the library will include issuing the exam, being aware of the

student taking the exam, periodically observing the student, signing the proctor form and mailing the completed exam. If an institution requires the student to receive constant uninterrupted observation the library will be unable to proctor the exam.

- The staff person who begins proctoring the exam may not be at the Circulation Desk when the exam is finished. The student may be returning the exam to a different librarian than the one who issued the exam to the student.
- The librarian will not sign the name of another librarian on the proctoring form or the exam. The library may not be able to proctor an exam for which the signature of only one designated person is required.
- Library staff will not sign any statement required by the educational institution inconsistent with our policy or with how the test is administered.
- Library staff may refuse to proctor an exam too burdensome or exacting in its demands.
- The library cannot provide proctoring for groups of students.
- The library is not responsible if the institution's web site or e-mail is not working.
- The library is not responsible for exams that are lost by the postal system or electronically.
- The library will not keep copies of completed exams.

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