

THE COLONY PUBLIC LIBRARY
PROCTORING POLICY

Adopted by The Colony Public Library Board 04/04

Revised 04/05; 06/08; 09/08; 08/11; 02/12; 07/18

Reviewed 06/15

Test proctoring is testing overseen by an authorized, neutral proctor, who ensures the identity of the test-taker and the integrity of the test-taking environment. The Colony Public Library offers proctoring by appointment, dependent on the schedules of proctoring librarians.

I. Scheduling:

Exams are administered by appointment only. Students must schedule an appointment in person or via email or telephone with a proctoring librarian. To ensure successful scheduling, appointment requests must be made at least seven (7) days in advance of the proposed proctoring date.

II. Student responsibilities:

- A. The student must ensure that The Colony Public Library Proctoring Policy is understood and acceptable to the examining institution issuing the exam prior to making an appointment.
- B. The student must ensure that the testing materials are requested and received prior to the scheduled appointment.
- C. The student must notify the proctoring librarian if any scheduling changes are needed. Three (3) occurrences of tardiness beyond 15 minutes and/or missed appointments without prior notice will result in the student being permanently excluded from proctoring services.
- D. It is the responsibility of the student to know exam deadlines. The Library will keep issued exams for six weeks from the date of receipt, after which time exams will be destroyed or returned to the issuing examining institution.

III. Library Responsibilities:

- A. Proctoring librarians will enforce all time limits, rules and/or restrictions specified by the examining institution. Any perceived violation will be reported to the examining institution.
- B. The Library is not responsible for exams that are interrupted by Library emergencies, power failures, and/or computer hardware or software failures. In these situations, the examining institution will be notified and the exam rescheduled or the fee refunded.
- C. The proctoring librarian will not agree to, in person or in writing, any statement that attests to anything beyond the scope of this policy.
- D. The Library will not assume responsibility for undelivered exams, nor inquire about overdue exams.
- E. The Library will not guarantee that completed exams, once mailed, will be received by the examining institution by a specific deadline.

IV. Fee:

The fee for this service is \$15 per exam. Payment is to be made before the exam is administered.

V. Identification:

The student must present picture identification before taking the test.

VI. Testing area:

Exams will be proctored in the library facility. The library agrees to provide a reasonably quiet testing space; however, students should be mindful that the library is a public space and complete quiet cannot be guaranteed.

VII. Mailings:

If documents need to be mailed in relation to the proctored exam, postage must be provided by the student or the examining institution.

VIII. Disclaimers:

- A. The proctoring librarian will not be able to remain in the testing area during the entire testing period due to other duties.
- B. The Library will proctor both written and online exams. Online testing may be done via a library computer or a student's personal computer, if permitted by the examining institution.
- C. The Library will attempt to download specially required software onto Library computers with a minimum of ten (10) days' notice; software compatibility is not guaranteed.
- D. Requests for proctoring librarians' personally identifiable information (e.g., home address, driver's license number, personal phone number, etc.) will not be honored.