Island Trees Public Library

Proctoring Policy

Purpose:
The Island Trees Public Library provides exam proctoring as a service to its patrons. This service is based on the availability of personnel, facilities, and technology to do so, and will be made available in the sole discretion of the Director. The purpose of this policy is to set guidelines for this service.

Guidelines:
The Director or a Librarian will proctor exams in paper, email, or online format. Exams and instructions must be received directly from the administering institution. There is no fee for proctoring, however all expenses such as copying, faxing etcetera, will be paid by the test-taker.

Contact between the testing institution and the Library is required in order for credibility and testing requirements to be confirmed.

Test-taker is responsible for making an appointment for taking an exam with the Director at least one (1) week in advance and should call to verify prior to the day of the exam to ascertain its arrival.

Online exams can be proctored. Online exams must be compatible with the hardware and software available on the public computers. The downloading of new software is prohibited. Due to high demand, the Library reserves the right to limit test-takers to a certain time of the day.

Exams will be administered during regular operating hours. Exams must be completed fifteen (15) minutes before closing time.

Test-taker will need to present a valid picture ID before the exam is given.

The time limits for the exam will be reinforced by the proctor. Proctors will not monitor the test-taker continuously during the exam, but will check on test-taker periodically.

No cell phone use allowed during the duration of the exam.

It is the test-takers responsibility to come equipped with appropriate supplies to complete the exam.

The Director or Librarian proctoring will not sign a proctoring verification that attests to anything more than set forth in this policy.

The Island Trees Public Library will not be responsible for any delayed exams, nor for completed exams once mailed back to educational institution.

The library is not responsible for exams that are lost by the postal system or electronically.

The library will not keep copies of the completed exams.

Adopted by the Board of Trustees, October 24, 2014