

Elkader Public Library

Proctoring Policy

Purpose:

To meet the needs of individuals and institutions of higher learning, the Elkader Public Library agrees to cooperate with area residents and institutions to support their lifelong learning goals by offering proctoring services. This service is a courtesy to area residents and 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

The student will ask the library staff on duty 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 the taking of the exam.

The student is responsible for making arrangements to take the exam including calling the library to make sure the test has arrived and scheduling a time to take the exam. The student will schedule the exam time to end no less than 30 minutes before closing of the library. Exams will be taken during regular library hours. Proctoring is not available on Sundays, and unscheduled exams will not be accommodated.

The student is responsible for ensuring that the computer resources in the library are adequate for the test requirements.

The student must provide instructor's name, subject, and date of exam.

If the library staff does not know the student, he/she must provide a valid driver's license or a photo ID for verification of identity.

The student will arrive with the necessary or required supplies to take the exam. These supplies will not be supplied by the library. All other personal items must be stored at the circulation desk.

The student is responsible for the envelope and postage for any exam which does not include a self-addressed, stamped envelope. The student is responsible for the cost of computer printing (\$0.25 per page), photocopying (\$0.25 per page) or faxing costs (\$3.00/first page \$0.50/each page thereafter) associated with the exam. If completed examinations and materials need to be mailed by the library, a fee of \$2.00 will be charged to the student. Additional postage charges may apply as well.

The finished exam will be handled with other library mail.

Responsibilities of the Library, Library Staff or Proctor

The Elkader Public Library will not charge for proctoring services, but the student will be responsible for postage, faxing and copying charges, as outlined above.

The library staff will provide the student and the institution with copies of this policy when requested.

The library staff will make the student aware of any specific guidelines from the institution providing the exam (no notes, no open books, calculator or computer permitted).

The library staff will proctor exams. 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 the student is 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, library staff will not proctor the exam.**

The librarian who begins proctoring the exam may not be on duty when the exam is complete. The student may be returning the exam to a different librarian than the one who issued the exam to the student.

The library staff may refuse to proctor any exam too burdensome or exacting in its demands.

The library cannot:

- Provide a locked or secure place for the test.
- Provide a quiet study room for test taking.
- Mail the completed exam at times other than the regular library mailing.
- Arrange for courier or delivery pickup of completed exams.
- Keep copies of completed exams. The library will hold untaken tests for thirty days or the test's stated deadline. If the student does not pick up the test by that time, the test will be shredded.
- Be responsible for completed exams that have gone astray in the postal system.
- Be responsible if the web site or email is not working.
- Provide proctoring for groups of students.
- Make changes to our computer network settings.
- Sign any statement required by the educational institution inconsistent with our policy or with how the test was administered.
- Sign the name of another librarian on the proctoring form or the exam. The Elkader Public Library will not proctor an exam for which the signature of only one designated person is acceptable.

Reviewed & Adopted, August 16, 2011

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