

## TEST PROCTORING

### General Proctoring Policy

As part of our support for life-long learning, the Kewanee Public Library District provides free proctoring of written or online exams during regular library hours.

The proctor will be a staff member on duty at the time of the exam. The Director will serve as the contact person for all exams and sign off on any proctor or exam forms. An online test will be proctored by the Information Services Department Head.

The library will provide space to take the exam, and a public access computer for online exams. The library cannot guarantee a quiet environment or constant supervision of the student.

All proctoring must be pre-arranged.

The library is not responsible for exams sent without prior arrangements.

It is the student's responsibility to contact the library and make an appointment to have a test proctored at a mutually convenient date and time.

The library is not responsible for any exam deadlines.

The student is responsible to provide the proctor approval forms or requests for proctor information.

The student is responsible to arrange for the delivery of the exam or proctor password to the library. Exams and/or passwords may be mailed, faxed or emailed to test proctor and passwords must be received before a proctored exam can be scheduled.

Completed exams are returned directly to the testing institution by fax or USPS mail.

The student should provide a stamped, addressed envelope for returning the exam if one is not provided by the institution.

If there is a time restraint, the student may bring in a pre-paid USPS Priority Mail envelope or a pre-paid USPS Flat Rate Express Mail envelope. The library is unable to honor requests requiring special trips to the post office, FedEx or UPS.

Online tests requiring access to a non-standard Internet port cannot be proctored at the library, nor any exam requiring the installation of software on the library's computers.

Librarians will not grade examinations.

Unless other arrangements have been made, untaken exams will be held a maximum of three months.

The library cannot guarantee that technical problems will not occur during online exams.

## PROCEDURES

The student must contact the Director to request proctoring services before having an examination sent by the testing institution. The library requires the student's name, phone number, email address, name of the course and testing institution.

The student will provide any forms for proctor information required by the testing institution and will have the test or password sent to the library contact.

The library will contact the student when the examination or password is received. An appointment to take the exam will then be scheduled.

The student should come prepared with pens, pencils, erasers, scratch paper, calculators or any other supplies required for the exam. The student will be asked to show a photo ID for verification.

The student will relinquish any cell phones, textbooks, laptops, blackberries, etc. while testing unless use is required for the exam. These items will be held at the desk.

The completed exam will be faxed or mailed to the testing institution. The library will not copy the completed exams. The exam will normally be mailed the following day. The library is not responsible for exams once they leave the building.

## REAL ESTATE EXAMS

The library does not stock copies for real estate continuing education. The test or proctor password must be sent to the library.

Exam appointments will not be scheduled until the exam or password has been received.

Adopted: 3/19/12