

Proctoring

## **PROCTORING POLICY**

To meet the needs of individuals and institutions of higher learning, the Spirit Lake Public Library agrees to cooperate with area residents 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**

The student will ask a library staff member to proctor the exam.

The student will be required to arrange for the exam and instructions to be sent to the library.

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 15 minutes before the closing of the library.

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

The student is responsible to arrange for computer lab time that falls within the time constraint policies of the lab use.

The student will provide a valid driver's license or a photo ID for verification of identity or the test cannot 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.

The student is responsible for return postage and envelope for any exam which does not include a self-addressed, stamped envelope. The student is responsible for the cost of computer printing, photocopying, scanning or faxing associated with the exam.

The finished exam will be handled with other library mail.

### **Responsibilities of the Library**

The library will provide the student and the institution (if requested) with copies of this policy.

A library staff member on duty will proctor the exam. Specific staff members will not be assigned to proctor specific exams.

The proctor will observe the student while the proctor is performing other library 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, the library staff cannot proctor the exam.

It is possible that the librarian who begins proctoring the exam may no longer be on duty when the exam is complete. The student may then return the exam to a different staff member.

Library staff will not sign any statement required by the educational institution inconsistent with our policy or with how the test was administered.

Library staff will not make changes to our public computer settings. The library does not allow the installation of any special software that may be needed to complete the exam on a library computer.

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

The library cannot provide proctoring for groups of students.

The library is not responsible if the web site or email is not working.

The library is not responsible for completed exams that have gone astray in the postal system.

The library will not keep copies of completed exams.

1/3/2011

8/1/2013

6/16/2014

10/5/2015