

Aram Public Library Policy 3.3 Proctoring Services Policy

Revised May 19, 2016

Distance learning and correspondence courses are a popular way for individuals to complete continuing or advanced education locally and in a cost-effective manner. Aram Public Library supports continuing education efforts by cooperating with educational institutions and local students to provide exam proctoring services in the Library. The library will offer proctoring services based on the availability of personnel, facilities and the technology to do so. The following guidelines will be followed:

1. Library staff will work with each student to determine a proctoring appointment that is mutually agreeable. Evening and weekend availability may be limited. A minimum of 3 days advance notice is required.
2. Any costs, such as postage, faxing, etc. will be borne by the student.
3. The Student will allow sufficient time to take the examination before the deadline established by the institution or association. Tests must be completed fifteen minutes before the library closes.
4. The Library cannot guarantee a locked or secure place for the test nor a quiet study room. Proctors will not monitor the student continuously, but will check on them periodically.
5. Proctors will enforce any time limits that are placed on the exam, as well as other rules set forth in the examination materials. The use of cell phones or visiting with others is prohibited. Any perceived violation of the posted rules for the exam will be reported to the educational institution as a measure of good faith.
6. Tests offered in a computer format must be compatible with the hardware and software available on the library workstations. The Library cannot proctor online exams that require the installation of special software or the modification of existing computer settings.
7. Prior contact between the testing institution and the proctor is required so that testing requirements can be verified.
8. Librarians cannot proctor exams that students bring in themselves, even if the exam is in a sealed document. Exams or online login information must be sent directly from the testing institution to the proctor.
9. Librarians will not sign a proctoring verification that attests to more than the staff member has been able to do.
10. The Library will hold a written test for either sixty days or the amount of time allowed by the institution or school. At the end of the time period, the library will either return the exam to the issuing institution or destroy the hard copy.
11. Librarians will strive to accommodate test proctoring needs but reserves the right to refuse to proctor an exam for any reason.

Responsibilities of the test taker:

1. Contact the library to make an appointment with your proctor to complete the necessary paperwork and schedule a time.

2. Call prior to your scheduled test time to make sure the test or login information has arrived.
3. Arrive for testing as scheduled, or notify the library if unable to keep a scheduled appointment.
4. Present photo identification and supply any additional required materials for the test.
5. If applicable, provide the necessary postage for mailing the test to the educational institution.

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