

Ely Public Library Proctoring Policy

Purpose:

To meet the needs of students and institutions of higher learning, the Ely Public Library agrees to cooperate with patrons 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 to Student:

- The student will initiate contact with library staff to proctor the exam, providing their contact information.
- The student will be required to arrange for the exam and instructions to be sent to the library.
- The student is responsible for providing a copy of this policy to the educational institution if needed.
- The student is responsible for making arrangements to take the exam, including confirming with library staff that the test has arrived (electronically or via mail) and scheduling a time to take the test.
- The student will schedule the exam a minimum of three working days in advance when they would like to take the test, with the test to end no less than 30 minutes before the closing of the library.
- The student is responsible for ensuring that the computer resources at the library are adequate and available for test taking.
- The student will provide a valid driver's license or photo ID for verification of identity before the test will 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 if required.
- The student is responsible for the return postage and envelope for any exam that needs to be mailed and that does not include a self-addressed stamped envelope. The student is responsible for the cost of computer printing, photocopying, or faxing associated with the exam.
- The finished exam will be mailed with other library mail or may be submitted electronically if that option is available.
- Cell phone use during exams is prohibited.
- If a student is caught cheating on a test or accused of plagiarism, the library reserves the right to deny future proctoring service.
- If a student fails to come in for a scheduled test without providing notice, the library reserves the right to deny future proctoring service.

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- The library reserves the right to deny this service. The library also reserves the right to cancel or change a test date due to inclement weather, computer malfunctions, etc.

Responsibilities of the Library and staff:

- The library staff will provide the student with copies of this policy.
- A library staff person will proctor the exam. 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 of the student 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 will be unable to proctor the exam.
- It is possible the librarian who begins proctoring the exam may not be at the Circulation Desk when the exam is finished, therefore the student may be returning the exam to a different librarian than the one who issued the exam to the student.
- The librarian will not sign the name of another librarian on the proctoring form or the exam. Unless prior arrangements have been made and it is possible with scheduling, the Ely Public Library will not proctor an exam for which the signature of only one designated person is required.
- Library staff will not sign any statement required by the educational institution that is inconsistent with our policy or with how the test is 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 an 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 e-mail is not working.
- The library is not responsible for exams that are lost by the postal system or electronically.
- The library does not keep copies of completed exams.
- The library will retain exams for 30 days. Any exams which have not been completed will be returned to the issuing institution if postage has been provided; if no postage has been provided, they will be destroyed.