

# Test Proctoring Policy

## Purpose

Hawkins Memorial Library offers test proctoring when adequate personnel, facilities, and technology are available.

Library staff may not proctor an exam deemed too burdensome or exacting in its demands. If any of the following responsibilities are not met, the exam will not be proctored by Hawkins Memorial Library.

## Student Responsibilities

- A. The student will ask the Library Director or an Library Assistant to proctor the exam and arrange for the exam and instructions to be sent to the library at least one week before the taking of the exam.
- B. The student is responsible for ensuring that the computer resources in the Library are adequate for the test taking requirements.
- C. The student will provide a valid Driver's License or a photo ID for verification of identity and will arrive prepared with the necessary or required supplies to take the exam, and is responsible for all costs incurred related to the examination (including costs for postage, copying, or fax services to return completed exams to their institutions).
- D. The student is responsible for return postage and an envelope for any exam which does not include a self-addressed, stamped envelope. The finished exam will be handled with other Library mail, or will be faxed or e-mailed as requested.
- E. The student is responsible for ensuring fulfillment of all requirements of the examining entity. The Library will not be held responsible if a conflict occurs between the student, the examining entity, or library staff proctoring the test.
- F. The student is responsible for contacting the examining entity if there is any issue with taking the test, such as a power failure, unexpected library closure, etc.

## Library Responsibilities

- A. The Library Director or a Library Assistant will proctor exams.
- B. 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.

- C. Staff will be observing the student while still completing other tasks and assisting patrons during the test taking time period. The library will not be able to provide a proctor who provides constant uninterrupted observation.
- D. The Library Director or Library Assistant will not sign the name of another librarian on the proctoring form or the exam. Library staff will not sign any statement required by the educational institution inconsistent with our policy or with how the test was administered.
- E. Library staff cannot 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.
- F. The Library is in no way responsible for a student's performance on a test, even if conditions are not optimal for test-taking.
- G. The Library is not responsible if the web site or email is not working.
- H. The library may refuse to proctor an exam if it will not work with the staffing scheduled for that time and the needs of the library.
- I. The Library is not responsible for exams that are lost by the postal system or electronically.
- J. The Library does not keep copies of completed exams.

Adopted 9/14/2015