

Douglas County Library Proctoring Policy

Purpose

As part of its mission to support lifelong learning, the Douglas County Library provides test-proctoring services. The purpose of this policy is to state the conditions of this service.

Conditions

Test-takers must be Library cardholders in good standing.

The Library will proctor exams in paper, e-mailed, or online format.

The Douglas County Library charges a fee of \$25.00 per test for proctoring, all expenses, including copying, faxes, and postage, will be paid by the test-taker. Payment is required prior to administering the test.

The test-taker is responsible for all arrangements, including:

- Obtaining Library permission for proctoring, as well as reading and signing this Proctoring Policy. Students must schedule their exam 48 hours in advance. Due to scheduling conflicts and technology restraints, request for proctoring appointments may not be granted.
- In the case of a written exam, arranging for its delivery to the Library with any required signatures, and providing materials (addressed envelope and postage) for its return to the testing institution.
- Arriving on time with a valid driver's license or photo ID (if required) and any supplies required for the exam. The test-taker should not bring a cellphone or other prohibited items into the Library.
- Online testing will take place on a library laptop computer with word processing and Internet access. Computer settings may not be modified and software downloads are not allowed. It is the student's responsibility to verify that the Library's computer resources are adequate for their test-taking requirements.
- Verifying that the testing institution has received the completed examination.

The time of testing will not be scheduled until the test (or instructions for access to an online test) have been received by the Library.

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. If an institution requires the student to receive constant uninterrupted observation the library will be unable to proctor the exam.

Due to legal and ethical concerns, staff will not sign a proctoring verification that attests to more than they are able to do as set out in this policy.

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

Proctoring is provided subject to the availability of staff and computers.

The library cannot provide proctoring for groups of students.

The library is not responsible if the institution's 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 exam or the instructions for taking the exam online must be sent along with all test-taking requirements to:

Douglas County Library
720 Fillmore St.
Alexandria, MN 56308
(320) 762-3014
library@douglascounty.lib.mn.us

I, _____, have read the conditions specified above
(test-taker's name, printed)
and agree to the conditions set forth for proctoring.

Test-taker's signature: _____

Date: _____

Phone: _____

Email: _____

Approved by the Douglas County Library Board March 21, 2013