

## GRIMES PUBLIC LIBRARY PROCTORING POLICY

The Grimes Public Library provides proctor services at no charge to the individual or to the testing institution. The student is responsible for all costs associated with returning the exam to the instructor including: envelope; postage; and/or faxing charges.

### **Responsibilities of the Student:**

The student is responsible for making all testing arrangements, including:

- Arranging for the exam and instructions to be sent to the library at least a week in advance.
- Calling the library to make sure the test has arrived (electronically or via mail)
- Scheduling a time to take the test ensuring exam ends no later than five minutes before the closing of the library.
- Arranging for any special equipment that is needed (i.e. internet access, computer, etc.)
- Paying any related fees such as postage, envelopes, fax charges.

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 will provide a valid driver's license or photo ID.

Library computer settings are unable to change and no software is allowed to be downloaded to the library computer.

Student will need to make other arrangements with testing institution if library computer settings need to change or software needs to be downloaded. Students may bring their own laptops, but only if allowed by the testing institution.

### **Responsibilities of the Library and staff:**

Library staff will proctor the exam according to the exam instructions. Library staff may refuse to proctor an exam too burdensome or exacting in its demands. Specific librarians will not be assigned to proctor specific exams.

If a meeting room is available the student may take their exam in this room, however meeting rooms do not have public computers. All computer tests will be taken at a public access computer unless the student is allowed to use their own laptop in a meeting room. If no study room is available, the exam will be taken at an open table near staff.

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

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Library staff will return the exam to the instructor according to the exam instructions. Exams to be mailed will be taken to the post office on the next business day.

The staff person who begins proctoring the exam may not be available when the exam is finished. The student may be returning the exam to a different librarian than the one who issued the exam to the student.

Library staff 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 is administered.

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 library will not keep copies of completed exams.

Approved by the Grimes Public Library Board of Trustees: 03/18; 3/22; 5/24; 1/26