

## 25. GRIMES PUBLIC LIBRARY PROCTORING POLICY

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

The student will ask the Library staff to proctor the exam.

The student will be required to arrange for the exam and instructions to be sent to the library as far in advance of the exam as possible.

The student is responsible for making arrangements to take the exam including calling the library to make sure the test has arrived (electronically or via mail) and scheduling a time to take the test. The student will schedule the exam time to end no less than 5 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 (if required)

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 all costs associated with returning the exam to the instructor including: envelope, postage and/or fax charges.

### **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.

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.

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 at the Circulation Desk 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.

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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