Test Proctoring Services

Proctoring examinations is a service provided for Library cardholders upon request and based on the availability of staff. If the student requires the use of a Library computer to complete the exam, the student must have a Library card in good standing and is responsible for making his/her own computer reservation. There is no fee for proctoring an examination, but the student is responsible for any incidental costs associated with the examination, such as copies, postage or faxing. If the examination is to be returned by mail, the student must provide a prepaid envelope if it is not included as part of the packet.

Students are asked to schedule the proctor date with staff at least one week in advance to provide time to make all the necessary arrangements. Preferable times to schedule examinations are during regular Library hours Monday through Friday, but requests for weekend proctoring will be considered and accommodated according to staff availability. The Library reserves the right to refuse or decline proctoring services to any individual if that request is beyond our ability to administer the exam.

1. The student is required to complete a test proctoring request form.

2. Prior contact between the testing institution and the Library is required so that credibility and examination requirements can be verified.

3. The student is responsible for confirming that examination materials have arrived at the Library prior to the scheduled examination date.

4. The student will allow sufficient time to take the examination before the deadline established by the institution.

5. The student will arrive on time. There is a 15 minute grace period after the scheduled time or the proctoring service will be cancelled. Examinations must be completed 15 minutes prior to the Library closing.

6. The student will be required to present a valid picture I.D. at the time of the examination. A valid I.D. includes a driver's license, military ID, or passport.

7. The proctoring staff member will review the instructions as they are provided by the institution with the student. If the instructions, as reviewed, are not followed explicitly by the student, the library staff will not sign the verification.

8. The Library will not sign a proctoring verification that attests to more than the staff has been able to do. The library will not proctor examinations that students bring in themselves.

9. The proctor will answer questions concerning testing instructions, but not about testing content.

10. Proctors will not monitor a student continuously during an examination, but will check on them periodically. The Library assumes that the student participates in an honor system with his/her institution. The library does not guarantee that a quiet space or room will be provided.

10. Students should give 24 hour notice prior to cancelling or rescheduling an exam. A student will be allowed to reschedule the examination two times.

11. The Library will not be responsible for any delayed examinations, nor for any completed examination after it leaves the library's possession and has been mailed back. The Library will not be responsible for examinations that are interrupted by Library emergencies, power failures or failure of Library hardware or software.

12. Students are responsible for providing their own paper, pens, pencils or anything needed in order to take the exam.

13. A copy of these guidelines will be sent with each exam to the institution.

14. Examinations not taken within two weeks of the agreed date will be destroyed.

15. The student is responsible for all costs associated with the printing of exams and instructions. The student will be charged the current Library per copy rate. Printing fees must be paid prior to test proctoring.

16. The student will be charged a fee as specified in Appendix 7.7 per mailing of each exam.

17. The Library will not download software on library computers to accommodate testing requests.