

SECTION:	PS 10	SPECIAL SERVICES
SUBSECTION:		
POLICY:	PS 10.3	EXAM PROCTORING
REVISIONS:		09/16/2020; 09/18/24

Purpose

Ashtabula County District Library offers exam proctoring as a support service to foster lifelong learning in the community. The Library offers proctoring services based on the availability of personnel, facilities, and technology to do so.

Availability

All full-time MLS/MLIS-holding librarians are able to proctor exams as allowed by their work schedules. Tests must be scheduled with the proctor a minimum of three (3) days in advance. Tests will be scheduled during the proctor's regular work hours and must be completed at least 15 minutes before the library closes. The Library will only proctor exams from institutions whose testing requirements are in accordance with this policy.

Fees

While the Library does not charge a fee for this service, all expenses associated with the proctored test including printing, copying, packaging, and/or postage, are the full responsibility of the student/test-taker.

Guidelines

- Prior contact between the testing institution and the proctor is required so that credibility and testing requirements can be verified;
- The student will be required to present a valid photo I.D. at the time of the exam;
- Proctors will not monitor a student continuously during an exam, but may check on the student periodically;
- Librarians will not sign proctoring verification that attests to more than that staff member has been able to provide;
- Proctors will enforce time limits placed on the exam as well as other rules set forth within the examination materials. Any perceived violation of the posted rules for the exam will be reported to the educational institution;
- Tests offered in a computer format must be compatible with the hardware and software available on the Library workstations. The Library is not responsible for interruptions in computer service during online exams;
- The Library is not responsible for any delayed tests, nor for any completed tests once they leave the possession of the Library. Librarians will not inquire about overdue or missing tests;

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- Test-takers must be present at the Library at their scheduled testing time. Test-takers who arrive more than 15 minutes beyond their scheduled time forfeit their proctoring appointment and must reschedule;
- The Library reserves the right to substitute a proctor in the event of the original proctor's absence;
- If it is determined that the proctoring request is unreasonable or its demands are too burdensome to administer, the Library reserves the right to deny this service;
- Test-takers who repeatedly abuse or violate proctoring regulations will have their proctoring privileges revoked throughout the Library System.

Exhibit A

Ashtabula County District Library Exam Proctoring Agreement

Be sure to make a copy of this form to retain for your records.

- Please read, sign, and provide pertinent information to the section below and return it to the Information Services Desk at the Ashtabula Library. A librarian (proctor) will contact you to set a date for your exam and/or set additional dates to complete any necessary paperwork your school may require.
- Confirm with the proctor that the Library can meet all requirements instituted by your school.
- It is the test taker's responsibility to confirm that anything necessary for the test (the test itself, logins, documentation, etc.) have been received by the proctor prior to the exam appointment and should seek this confirmation early enough allow sufficient time to correct issues.
- Prepare to pay for any printing, copying, packaging, and/or postage needed in the exam proctoring process.
- Arrive promptly at the scheduled time prepared with all items needed to complete the exam, including pens/pencils, calculator, photo I.D., etc. Only items listed in the instructions will be allowed in the testing area. Be sure to securing all personal items before the testing begins.
- Exams not taken by the date on which they were to be completed are either discarded or returned.

ASHTABULA COUNTY DISTRICT LIBRARY
PUBLIC SERVICES POLICY

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I understand and agree to the Proctoring Agreement as outlined above.

Signature: _____ Date: _____

Complete the following (please print):

Name: _____

Address: _____

Phone Number: _____

Email Address: _____

Educational Institution: _____

Address: _____

Contact: _____

Email: _____

Phone: _____

Exam date and time: _____

(Library use only)

Librarian to administer exam: _____

Librarian email: _____

Alternate Librarian: _____