

## Alexander Public Library

### Exam Proctoring Policy

Adopted December 16<sup>th</sup>, 2015

#### EXAM PROCTORING POLICY

The Alexander Public Library provides **Exam Proctoring Service** to the public free of charge. Because library staff is engaged in other duties, the following conditions are to be understood.

#### The Library will:

1. Accept exams by email or postal mail. The educational institution/testing organization will complete the proctoring instruction form and include it with each test that they wish to have the library proctor.
2. Provide library staff to supervise a test. However the library cannot constantly monitor the student one on one.
3. Provide a computer to take an online test. However the library will not install additional software on library computers to accommodate testing. Students may bring in their own computers at the discretion of the educational institution.
4. Provide a study place for a student to take a written test. However, the student and institution must understand that the area provided is in a public space where there may be noise.
5. If the student wishes to take the exam before the library opens, this may be done. The student must notify the library director in advance of the exam date.
6. Make the student aware of any specific institutional guidelines (no notes, no open books, calculator or computer permitted).
7. Return a written exam either by mail in a self-addressed envelope provided by the educational institution or by scanning the test and emailing it according to the instructions on the **Proctoring Instruction Form**.

**The Student will:**

1. The student will contact the library director to set up the testing. In the event that the director is absent for more than a day, another designated staff member may set up the testing.
2. Verify receipt of their exam at the library.
3. Schedule exams in advance. Unscheduled exams will not be accommodated.
4. Exams must be taken during regular library hours, unless otherwise permitted by the library director. Exams may not be scheduled within an hour of the library closing, unless it is within extreme circumstances.
5. Provide a valid driver's license or ID for verification of identity or the test cannot be proctored.
6. If a student is taking an online exam, they will be able to use a computer for the length of time stipulated in the exam. The student must be in good standing with the library to use the computer for exams.