

PIONEERLAND LIBRARY SYSTEM BOARD POLICY

Policy: Test Proctoring	Policy number: TBD
Policy Date: July 1, 2009	Revision Date: September 8, 2009
Approved By Policy Committee: September 8, 2009	Approved by the Board: October 22, 2009
Distributed To: Policy Committee, PLS Board, PLS Staff	Number of Pages: 1

Purpose: To establish guidelines and procedures for offering test proctoring services in Pioneerland libraries.

Policy: In support of lifelong learning and as a public service, Pioneerland Library System (PLS) libraries may provide test proctoring services during library hours. The purpose of this policy is to confirm the importance of offering this service and to clarify the procedures. It is the responsibility of the student and the institution requesting the proctoring of a test to verify that the guidelines and conditions presented here are acceptable before sending the exam to a PLS library. There is no charge for this service.

Procedures:

- An individual needing exam proctoring must make prior arrangements with library staff and must show picture ID before receiving the exam.
- Limited staffing prevents the library from monitoring (continually watching) the student during the test. The proctor administering the test will be library staff on duty and not necessarily the person to whom the test is mailed.
- Library staff cannot interpret test instructions for the student nor assist in any technical manner, other than entering passwords etc, with an online test. Test takers are responsible for supplying all materials, including paper, pencils, calculators, and audio equipment such as headphones.
- Testing accommodations will vary from local library to local library. It is the **student's** responsibility to ensure that the facilities are adequate.
- Completed examinations will be returned to the testing institution via the U.S. Postal Service in postage-paid envelopes provided by the student or the institution (FedEx, UPS or other commercial carriers are not allowed.)
- Copies of completed exams are not retained.
- The library is not responsible for completed examinations which have gone astray due to postal delays, fax problems etc.
- If it is determined that the proctoring request is unreasonable in its demands or too burdensome to administer, the Library reserves the right to deny this service.

Online Examinations:

- The library will provide a computer with Internet access. Computers may be reserved in advance.
- If more than 60 minutes are required, the library may extend public PC workstation time to accommodate the exam.
- The library does not normally allow the installation of any special software; however it **may be** possible for the library to temporarily download a program needed to complete the exam onto a library computer. It is the **student's** responsibility to contact the library **a minimum of one week in advance of the testing date** to make these arrangements and to make sure the library computers are compatible with the online exam.