Exam Proctoring

As a public service and as part of the library's effort to support the goal of lifelong learning, the Scott County Public Library provides free exam proctoring, subject to availability of personnel, facility and technology.

Procedure:

*A Proctor Request form (available at www.scottpublib.org) must be completed and returned to the library via fax or in person. A minimum of one week advance notice is required before any exams will be proctored. You will be asked whether the exam will be in paper format, or will be taken online. We must know when scheduling the appointment about any particular computer software or applications that will be required. If we cannot provide what is necessary for your examination, we cannot proctor the exam. The library cannot guarantee the speed of its Internet connection, or that the Internet connection will not be interrupted during the exam. It is the student's responsibility to ensure library computers are adequate for their test taking requirements. If allowed by the institution, students may bring their own laptops and connect to the wireless network, but library staff will not advise or assist in configuring personal laptops or software.

*The student must make all arrangements with the institution for delivery of the exam and/or passwords needed for online access; and should confirm that "public library staff" meet the institution's criteria to serve as proctors. The student is responsible for ensuring that the necessary examination materials and information have been received by the proctor prior to the scheduled exam.

*The library will follow the testing requirements of the institution. If the allowance of any items such as notes, textbooks, personal laptops, etc. is not specifically mentioned in the test instructions, we will assume that these are not allowed. All exam takers must present a current photo ID, and the name on the identification card must match the name on the testing materials. The photo ID will be photocopied. One copy will be kept on file by the library, and one will be sent with your answer sheets to the institution providing a written exam.

*All supplies needed for the exam, such as #2 pencils, scrap paper, and calculators, must be brought by the student or supplied by the testing institution. Students may not have cell phones or similar devices while taking their exams, so we ask that you bring into the library only what is allowed by your school.

*Completed written examinations will be returned to the testing institution via the envelopes or packaging provided by the student or institution. If there are postage or delivery fees, they are the responsibility of the student and must be prepaid. If the institution accepts faxed answer sheets, the library will fax them (at no charge to the student if a toll-free fax number is provided.) A copy of completed written exams will be kept on file by the library for 30 days. Written examinations not completed by the student within 30 days of receipt by the library will not be retained.

General Limitations
The library reserves the right to cancel or change the date of any proctored exam due to inclement weather, computer malfunctions, etc.

Due to legal and ethical matters, the proctor will not sign a proctoring statement that attests to more than they are able to do. The proctor will not enter his/her personal information (Social Security number, driver's license, home phone number, home address, etc.) on the proctoring materials.

By signing below, I am indicating that I have read and understand the library's Exam Proctoring Procedure.

Name:_____

Signature:_____

Date:_____

Request a Proctoring Session

<u>Contact Information</u>:

Your name _____

Your email address _____
   (if you do not have an email address, please enter "no email.")

Your telephone number _____

<u>Your Exam</u>:

What exam do you need proctored? _____

How long will the exam last? _____

What is the due date for the exam? _____

Will the exam be handwritten or online? _____

<u>Your School, Instructor, or Testing Service</u>

Name of school, instructor, or testing service _____

Email address of school, instructor, or testing service _____

Address of school, instructor, or testing service _____
_____

Telephone number of school, instructor, or testing service _____

Does your school, instructor, or testing service allow a public library to be used as a proctoring location? _____

Does your school, instructor, or testing service have any other requirements for the exam (ex. computer software)?

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