

# EXAM PROCTORING POLICY

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The Charles City Public Library provides exam proctoring service to the public free of charge. Because the library staff is engaged in other duties, the following conditions are to be understood.

The educational institution/testing organization will:

- Send the test in a timely manner by mail or by email.
- If the test is to be returned by mail, provide postage compensation according to the current US Postal Service rates and a self-addressed envelope.
- Provide the necessary administration information in the **Proctoring Instruction Form** so that library staff may administer the test.

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The library will:

- Accept exams by email or postal mail and provide library staff to supervise a test. However, the library cannot constantly monitor the students one on one.
- 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 their own computers at the discretion of the educational institution.
- Provide a desk or table 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.
- Make students aware of any specific institutional guidelines (no notes, no open books, calculator or computer permitted).
- Return a written exam either by mail or by scanning the test and emailing it according to the instructions provided by the educational institution.

The student will:

- The student will contact the Library Director to set up the testing. If the director is absent for more than one day, another designated staff may set up the testing.
- Verify receipt of their exam at the library.
- Schedule exams in advance. Unscheduled exams will not be accommodated.
- Exams must be taken during regular library hours and may not be scheduled within an hour of the library closing.
- Provide a valid driver's license or ID for verification of identity or the test cannot be proctored.
- 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.
- Allow sufficient time to take the examination before the deadline that has been established by the institution or association.
- Come prepared with the necessary or required supplies to take the examination.
- Provide a paid envelope in the event the institution has not enclosed a return envelope. The student is responsible for any accidental costs, such as postage to mail back the exam (at US Postal Service rates). Payment of costs is due prior to the time of the exam. If the exam is to be scanned and emailed, no cost will be applied.
- Allow sufficient return time for the normal library mailing. The student is responsible for making sure the completed exam has been received by the institution.

The library cannot:

- Provide proctoring for multiple students in a given day.
- Mail the completed exam at times other than the regular library mailing.
- Arrange for courier or delivery pickup of completed exams.
- Be responsible for completed exams that have gone astray in the postal system.
- Keep copies of completed exams more than 14 days past the date the completed exam is sent.

**Proctoring Instruction Form**

Student Name:	
Institution:	
Class (Ex. BIO 324):	
Exam Name (Ex. Midterm):	
Time allowed (Ex. 1 hour):	
Dates allowed (Ex. take before 10/30/2015)	
Materials allowed:	
Materials prohibited (Ex. no textbooks):	
How/where to return exam (email address or envelope)	
Contact name	
Contact telephone/email	
Other instructions:	

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