

## LIBRARY OPERATIONS POLICIES

### PROCTORING POLICY

Adopted 12.17.08 | Revised 09.21.2020

#### I. EXAM PROCTORING

In support of its mission to promote lifelong learning, the Finney County Public Library will proctor exams for students upon request and availability of qualified personnel, facilities, and technology to do so.

Exams are administered by appointment only, and applications for proctoring must be submitted at least seven (7) days in advance of the testing date. The Library does not guarantee to the student or examining institution the name of an individual proctor. The Library agrees to provide a reasonably quiet space for students to undertake the exam, but students should be mindful that the Library is a public building.

Proctoring is available for a charge of \$20 per exam session, plus all applicable costs. An exam session constitutes no more than 4 hours in one day. Payment is due before the exam can be administered.

#### II. GUIDELINES

- The student or examining institution must submit an exam proctoring form which will specify the name of the institution offering the exam, contact information of the teacher or testing center administrator, and specific information regarding the requirements of the proctored exam, duration of the testing time, and use of permissible external resources.
- The Library will proctor both written and online exams. Online testing will be done via a Library computer. Students' personal computers are not allowed. The Library will not download software onto Library computers. The Library cannot guarantee that technical problems will not occur when using the Library's network or its computer. Refunds will be made if the student is unable to complete an exam due to technical problems.
- The student must make arrangements with the examining institution to have written exams sent or delivered to the Library before the day of the exam.
- The student will be required to present a valid picture ID at the time of the exam and other credentials required by the examining institution. The student is responsible to know what is required.
- Proctors will enforce any written time limits that are placed on the exam, as well as other rules set forth in the examination materials.

- The use of cell phones or visiting with others is strictly prohibited during the exam. Any perceived violation of the posted rules for the exam will be reported to the examining institution.
- Prior contact between the examining institution and the proctor is required so that credibility and exam requirements can be verified.
- The Library will not be responsible for any delayed exams, incomplete exams, or completed exams once they leave the Library's possessions and have been mailed, emailed, or faxed back to the examining institution.
- The Library will not be responsible for exams that are interrupted by Library emergencies, power failures, or computer hardware or software failures. The examining institution will be notified, and if allowable, the exam will be rescheduled without cost to the student.
- The library reserves the right to substitute a proctor in the event of the original proctor's absence.

### III. STUDENT RESPONSIBILITIES

- Students are to fill out the application for proctoring services form and return it to a member of the Library staff, or mail it to the Library Director, Finney County Public Library, 605 E Walnut St., Garden City, KS 67846.
- The examining institution may have specific requirements for proctoring. The student should check with the proctor to make sure the Library can meet all of the requirements.
- The student will call prior to the exam date to make sure the exam or login information has arrived. The proctor will not contact the student when the exam arrives.
- The student will arrive promptly at the agreed upon time, prepared with the items required for taking the exam. These items may include a picture ID, money, writing implements, and a calculator. Only the items listed in the exam instructions will be allowed in the exam area.
- The student is responsible for securing all personal items before the exam begins.
- It is the responsibility of the student to know the exam rules, procedure and deadlines.