

PROCTORING POLICY
Shenandoah Public Library

To meet the needs of further education in Shenandoah, the Shenandoah Public Library will serve as a proctor for patrons and their educational institutions. The service is based on the availability of personnel, facilities, and technology to do so.

Responsibility of Student:

The student will ask the library staff to proctor the exam.

The student will be required to arrange for the exam and instructions to be sent to the library at least one week before taking the exam.

The student is responsible for making arrangements to take the exam, including calling the library to make sure the test has arrived either electronically or via mail and scheduling a time to take the test. The student will schedule the exam so that it ends no less than 30 minutes before the closing of the library.

The student will provide a valid driver's license or photo ID (if required) for verification of identity or the test cannot be given.

The student will abide by the terms of academic and testing integrity set forth by the institution. If caught violating those terms, the student will be ineligible for further proctoring services provided by the library.

The student will arrive prepared with the necessary or required supplies to take the exam. These supplies must be approved by the proctor if required.

The student is responsible for the return postage and envelope for any exam which does not include a self-addressed stamped envelope. If it is required to FAX to the institution, the student is responsible for paying the fee for the library's fax service.

Responsibility of the Library and Staff:

The library staff will provide the student and institution with copies of this policy.

The proctor will observe the student while performing other tasks and assisting other patrons. Proctoring at the library will include issuing the exam, being aware of the student taking the exam with periodic observation of the student, signing the proctor form and mailing the completed exam. If an institution requires the student to receive constant uninterrupted observation, the library will be unable to proctor the exam.

If the exam is to be mailed, the library will mail it on the test day or the following business day.

Created and Approved 8/2016

Reviewed: 4/2020

Revised: 10/2023

If the staff person who started the exam is not there when the exam is finished, the student will then hand the exam over to another staff member, who will then give it to the person who agreed to proctor the exam.

The librarian will hold on to the student's personal effects until the end of the exam.

The librarian will not sign the name of another librarian on the proctoring form or the exam.

The library staff will not sign any statement required by the educational institution that is inconsistent with our policy or with how the test is administered.

Library staff may refuse to proctor an exam that is too burdensome or exacting in its demands.

The library cannot provide proctoring for groups of students.

The library is not responsible if the institution's web site or e-mail is not working.

The library is not responsible for exams that are lost by the postal system or electronically.

The library will not keep copies of completed exams.