

## ROBERT J. KLEBERG PUBLIC LIBRARY

### Test Proctoring Policy

The Robert J. Kleberg Public Library of Kingsville, Texas, provides test proctoring services when possible as a public service. "A proctored exam is one that is overseen by an impartial individual (called a proctor) who monitors or supervises a student while he or she is taking an exam. The proctor ensures the security and integrity of the exam process." The following policies will be enforced.

The student will be assessed a \$5.00 non-refundable session fee for this service. This fee must be paid before the exam begins. The library reserves the right to limit the number of tests per student.

The proctor can supervise written (open or closed book), emailed, or online exams. The library will not administer national standardized tests such as the GED.

***To schedule a proctored exam, the student must contact the Proctoring Librarian. A request must be submitted at least five (5) library business days, but no more than 30 days, in advance of the desired test date to be considered.***

Students must come in to the library to schedule a time and date that is convenient for the proctor. Once the session has been scheduled, the student must read, complete, and sign the Proctoring Policy. Exams will be administered during the library's operating hours on Tuesday through Friday 8:30 a.m. to 5:30 p.m. or Saturdays 9:30 a.m. to 12:30 p.m. The test must be completed 30 minutes before the library closes. Appointments can be made in person only at the Reference Department. Please see below for required information.

The student must arrive at the scheduled time. The student is responsible for notifying the proctor as soon as possible if they cannot make the appointment. The library reserves the right to cancel or change the date of any proctor test due to inclement weather, computer malfunctions, etc. The test will be rescheduled.

All test requirements, exam instructions, and verification forms must be received from the issuing educational institution before any tests are taken. The student is responsible for ensuring that the examination and other required exam materials are sent to the proctor.

The student must provide all supplies needed (such as pens, pencils, calculator, paper, etc.) to complete the test.

***Library computer settings will not be modified to accommodate an online test or a remote proctoring site. The library will provide a computer that has Microsoft Word and Internet access. Installation on a library computer of any special software that may be needed to complete the exam will not be allowed. It is the responsibility of the student to ensure that the library's computing resources are adequate and comply with their testing purposes.***

At the time of testing, the student must provide current photo identification and the name on the Identification must match the name on the testing materials.

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.

Once the patron completes the exam, if the test results need to be faxed to the school or institution, the student is responsible for applicable faxing fees, or scan to email fees. If the results need to be mailed and the school or institution did not provide a postage-paid envelope, the student must provide a postage-paid envelope. If the test results need to be mailed, the Proctoring Librarian must ensure that all applicable forms are completed and signed by the Proctoring Librarian and the patron, in addition, the Proctoring Librarian will include all scratch paper notes used during the session if required by the school or institution. The library will not arrange for UPS or FedEx pickup.

The library cannot assume responsibility for completed tests that are not received by the testing institution. The student must contact the institution to determine if the completed test was received. The library is not responsible for the content of exams that are sent to the proctor, or for completed test once they have been mailed.

Proctors will try to monitor a student continuously during the exam, but may also check in on the student periodically. Proctors will enforce any time limits that are placed on the exam, as well as other rules set forth in the exam materials. The use of cell phones or visiting with others during the testing period will not be allowed.

**Complete the following (please print):**

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone Number \_\_\_\_\_

E-Mail \_\_\_\_\_

Educational Institution \_\_\_\_\_

Length of time allowed \_\_\_\_\_

List three preferred dates and times: \_\_\_\_\_

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**I understand and agree to the above policies:**

Signature \_\_\_\_\_ Date \_\_\_\_\_