

WAUKEE PUBLIC LIBRARY	BOARD
POLICY SECTION 6.9	ADOPTED 5/07
TEST PROCTORING	

TEST PROCTORING GUIDELINES

As a service to the public, the Waukeee Public Library provides a test proctoring service. Only those tests which meet the guidelines under procedures will be proctored. These guidelines insure the integrity of the testing process, and equitable treatment for all students.

The Waukeee Public Library staff may proctor exams by appointment only for residents of Iowa with valid identification. The library reserves the right to limit or deny this service if the proctoring request does not meet the test proctoring guidelines.

PROCEDURES

- Proctoring of exams is available during library open hours but must be scheduled so that the exam time limit is concluded at least fifteen minutes before the library closes.
- Appointments to take an exam may be scheduled up to one month in advance in person or by telephone.
- Adult library staff will proctor written, e-mail or on-line exams. Due to privacy issues tests sent by fax will not be accepted, nor will tests be returned via fax.
- Students will provide the necessary information and/or forms to register the proctors.
- Other than completing forms provided by the testing institution or providing information on-line to become a proctor for the student, the library will not submit special letters, make telephone requests or submit staff credentials for review.
- The day of the test the student must present a picture I.D. before the test begins.
- The student is expected to come prepared with the necessary or required supplies to take the exam.
- Students will be assigned a study room to take the test; use of cell phones or visiting with others is prohibited.
- Proctors will not monitor the student continuously during the exam but may check on the student periodically.
- Names of adult staff members qualified to proctor exams will be provided to the education institution if possible. The library cannot guarantee that the individual proctor who signed the original agreement will be present. Because of staff schedules the proctor who begins the test may not be the same staff person on duty when the test is completed.
- Due to legal and ethical concerns, staff will not sign a proctoring verification that attests to more than they are able to do.
- The library will hold all tests for sixty days or the test's stated deadline. If the test has not been taken, it will be returned to the testing institution.
- At the conclusion of a written exam, the exam will be returned directly to the testing institution via the U.S. Postal service at the next regularly scheduled post office visit.
- The student is responsible for a minimal fee for postage costs

- The library cannot assume responsibility for completed exams not received by the testing institution.