

## **Test Proctoring Policy**

As part of its mission to support lifelong learning, the Decatur Public Library provides proctoring services for students enrolled in distance education courses and for testing required for career advancement. Exams may be on paper or online. The Library will provide monitoring, but cannot provide one-on-one proctoring or continuous, uninterrupted monitoring of exams. Library administration will conduct the proctoring. Several staff members may be involved in proctoring, and the Library cannot guarantee that the same staff member will be available during the entire test period. Students are responsible for determining whether the Library's level of supervision matches the requirements of their institution.

Exam proctoring must be scheduled a minimum of one week in advance and is subject to the availability of staff and appropriate space. Proctoring is available from 30 minutes after the library opens until 4:30 p. m. Monday through Friday. The Library will make every attempt to meet the needs of the student, but proctoring may be cancelled if the Library is closed due to inclement weather or other emergencies, including computer malfunctions or severe staffing shortages.

It is the student's responsibility to ensure that the exam has arrived in time. The student is responsible for providing supplies, such as pencils, paper, etc., which are not provided by the educational institution. The Library cannot provide these items. Photo identification, such as a driver's license or school ID card, must be presented at the time that the exam is taken and must match the name on the exam materials.

The school or the student is responsible for providing a properly addressed envelope with sufficient postage for returning the exam to the school. The Library is unable to provide overnight delivery service. Testing materials will be handled in the same manner as all other Library mail. Staff is not able to make special trips to the post office or arrange for pickup by delivery or mailing services. The Library cannot assume responsibility for completed exams that are not received by the educational institution.

**Approved by the Decatur Public Library Board of Trustees**

**March 17, 2016**