

Hawarden Public Library
Policy on Proctoring Exam for Students

Purpose

The proctoring of examinations is a service offered by the Hawarden Public Library. The library will offer proctoring services based on the availability of personnel, facilities, and technology to do so.

Eligibility

Students who are registered library card holders in good standing with the Hawarden Public Library or libraries within Sioux County are eligible for this service.

Fees

Any fees such as faxing or mailing of the exams are the responsibility of the student and must be paid before the test is administered.

Availability

Tests must be scheduled with the library director a minimum of seven days in advance. Tests will be scheduled during the proctor's regular work hours. Tests must be completed 15 minutes before the library closes.

Guidelines

1. The student will allow sufficient time to take the examination before the deadline established by the institution.
2. The student will be required to present a valid picture I.D. at the time of the exam.
3. Proctors will not monitor a student continually during an exam, but may check on the student periodically. The library cannot guarantee that a quiet study room will be available.
4. Proctors will enforce any 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 prohibited. Any perceived violation of the posted rules for the exam will be reported to the educational institution.
5. Tests offered in computer format must be compatible with the hardware and software available on the library computers. Tests taken over the Internet are limited to two hours in duration.
6. Prior contact between the testing institution and the proctor is required so that credibility and testing requirements can be verified.
7. Librarians cannot proctor tests that students bring in themselves.
8. Librarians will not sign a proctoring verification that attests to more than a staff member has been able to do.

9. The Hawarden Public Library will not be responsible for any delayed tests, nor for any completed tests once they leave the library's possession and have been mailed back to the educational institution.
10. The library will not be responsible for tests that are interrupted by library emergencies, power failures, or computer hardware or software failures.
11. The library reserves the right to substitute a proctor in the event of the original proctor's absence.

Responsibilities of the test taker

1. Fill out the application for proctoring service form and return it to the reference desk at the library. A librarian will then contact you to make an appointment to meet and to complete the necessary paper work your school requires.
2. Your school may have specific requirements for proctoring. Check with the proctor to make the library can meet all of the requirements.
3. Call prior to the test to make sure the test or login information has arrived. The proctor does not contact you when the test arrives.
4. Provide necessary postage for mailing the test back to your school.
5. Arrive promptly at the agreed upon time, prepared with the items required for taking the test. These may include picture I.D., money, pens/pencils and calculator. Only items listed in the instructions will be allowed in the test area. You are responsible for securing personal items before the test begins. If you do not arrive at the time specified, the proctor may not be able to administer the test.
6. Exams not taken by the date on which they were to be completed are either discarded or returned.

Reviewed May 2014