

Exam Proctoring Policy Sherman Public Library District

Test Proctoring

As part of its mission to support lifelong learning, the Sherman Public Library District 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.

Librarians and Library assistants 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.

There is no fee for this service for Sherman Public Library Districts residents; however, the library will not incur any costs for administrating or returning exams. The student or the examining institution must provide a return envelope and sufficient postage. The library charges \$1.00 to fax in-state and \$2.00 out-of-state. 800 numbers and 217 numbers are free. Photocopies are \$.10 per page for regular size paper and \$.15 for legal size sheets. Proctoring for Non-Sherman Public Library District residents is available for a charge of \$10.00 per exam session, plus all applicable costs. An exam session is no more than one-half day.

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 9 AM until 5 PM unless other arrangements have been made. 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.

Proctors will enforce any written 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 during the exam. Any perceived violation of the posted rules for the exam will be reported to the examining institution.

The student must make arrangements with the examining institution to have written exams sent or delivered to the Exam Proctoring Coordinator at the library. Librarians and/or library personnel cannot proctor exams that students bring in themselves.

Due to legal and ethical matters, the proctor will not sign a proctoring statement that attests to more that they are able to do.

Reviewed and approved _____

Julia Horton, President _____

Elizabeth Heubner, Secretary _____