Test/Exam Proctoring Policy and Guidelines

Purpose: The proctoring of examinations is a service offered by the West Tisbury Free Public Library. The library will offer proctoring services based on the availability of personnel, facilities, and necessary technology.

Guidelines:

1. All test-taking requirements and instructions must be received from the issuing educational institution before tests can be taken. It is the test-taker's responsibility to make sure the West Tisbury Library has received the test and/or necessary log-on information in advance of the examination.

2. Exam appointments must be scheduled with library staff at least 24 hours in advance. It is the responsibility of the test-taker to schedule the timing of the exam. Examinations must be taken during library operating hours and completed 30 minutes prior to the library's closing time. The library cannot provide proctoring if a librarian is required to be with the test-taker during the entire exam. The librarian will not monitor a test-taker continuously during an exam, but will check on the test-taker periodically.

4. The test-taker is required to present a valid photo I.D. prior to taking the exam and to come prepared with the necessary supplies to take the exam.

5. Librarian will not sign a proctoring verification that attests to more than the staff has been able to do.

6. There is no fee for exam proctoring, but the test-taker is responsible for all costs incurred in taking the examination, including copies, faxing, and postage.

7. The library does not allow the installation of any special software needed to complete the examination on a library computer. It is the test-taker's responsibility to ensure that the library's computing resources are adequate for their test-taking requirements.

8. The West Tisbury Free Public Library is not responsible for the completed exam once it has been mailed back to the educational institution.

Approved by the Board of Library Trustees: _____ *January 14, 2020*