

Test Proctoring and Distance Learning

A. Introduction

As part of its mission to support lifelong learning, Messenger Public Library provides proctoring services for students enrolled in distance education courses and for testing required for career advancement. A MPL library cardholder may request a proctoring appointment, this is a free service provided to resident cardholders.

Any other individual residing outside of MPL service boundaries may request the service for \$25.00

B. Regulations for Scheduling

Exams may be in paper or electronic format. Librarians will conduct the proctoring.

Proctoring may only take place during regular library hours for up to four consecutive hours, subject to staff availability. Tests must be completed thirty minutes prior to the scheduled library closing hours. Tests longer than four hours may not be accommodated due to staff scheduling.

The test will be scheduled at the availability of the staff and should be scheduled with the Head of Adult Services

Scheduling should be done at least two weeks in advance of taking the exam.

It is the test taker's responsibility to contact their agency or institution to provide the exam materials to the proctor. The cost of printing, faxing and/or postage is the obligation of the test taker.

Proctors will not remain directly with the test taker but will monitor them during the exam.

It is the student's responsibility to ensure that the exam has arrived on time. The student is responsible for providing supplies, such as pencils, paper, calculators when allowed, etc., which are not provided by the educational institution.

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. Cell phones and tablets will be held at the Librarian's desk if that is the school's requirement.

If tests will be administered online, it is the school and student's responsibility that any passwords or instructions are received at least 48 hours in advance. The student must make

sure that the test proctor has received the needed passwords. If required by the school, the library can provide a laptop for use by the student, in which case the student is responsible for any website and login information.

C. Limitations

Students who at any time in the process fail to meet the standards and guidelines outlined by their school may be denied proctoring services.

The library will make every attempt to meet the needs of the student, but proctoring may be canceled if the library is closed due to inclement weather or other emergencies, including computer malfunctions or severe staffing shortages.

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

As staff must be able to monitor all areas of the library, windows to study rooms may not be obstructed or papered over.

Translators or other support personnel should have clearance with the agency or institution prior to serving with the individual taking the test.

Approved by BOT 10.12.23