

# **Fort Dodge Public Library**

## **Exam Proctoring**

### **Policy Statement**

To meet the needs of students and institutions of higher learning, the Fort Dodge Public Library offers proctoring services to the public.

### **General Policies**

Fort Dodge Public Library does not restrict eligibility for exam proctoring services nor does it charge for such services.

Proctoring services are available Monday through Friday during regular hours of library operation. Exams must be completed at least 30 minutes prior to the Library's closing.

This service is based on the availability of adequate personnel, facilities, and technology needed to proctor an exam. Library staff reserves the right to deny any request that is deemed too burdensome or exacting in its demands.

### ***Fort Dodge Public Library's Responsibilities:***

- FDPL will adhere to the test-taking guidelines set forth by the institution.
- The Library cannot arrange for a specific librarian to proctor a test nor can a proctor constantly monitor a person who is taking an exam.
- Proctoring will be: issuing the exam, typing in passwords to online exams, filling out forms, noting when a student begins and ends an exam, and scanning/emailing or mailing a completed exam to the institution or instructor.
- Staff will not sign any statement required by the institution that is inconsistent with our policy or with how the test is administered.
- FDPL will not keep completed copies of exams.
- Finished exams will be mailed with other Library mail or will be submitted electronically if that option is available.
- FDPL is not responsible for completed exams lost or damaged due to factors beyond the Library's control.
- The Library is not responsible for a student's performance on a test, even if conditions are not optimal for test-taking.
- FDPL is not responsible for technical problems on the institution's website or email.
- Exams not taken within three months of their arrival date will be returned to the institution, if postage is provided, or shredded.

***Student's Responsibilities:***

- The student will contact the Adult Reference Desk to arrange for proctoring services.
- The student will make arrangements with the institution for the exam and instructions to be sent to FDPL.
- The student is responsible for scheduling a time with staff to take the test.
- The student is responsible for ensuring that the Library's computer resources are adequate for the exam.
- The student will provide a valid driver's license or photo ID for verification of identity before the exam will be proctored.
- The student is responsible for bringing any items with them needed for the exam.
- The student is responsible for any costs associated with the exam and payment is due at the time the exam is taken.
- Cell phone use during exams is prohibited unless allowed by the testing institution.
- Tests will be taken in public areas or using public computers where there may be noise/distractions.

Adopted 10/23/2017  
Revised 08/23/2021  
Revised 09/23/2024