

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 a proctoring request that is deemed too burdensome or exacting in its demands.

Fort Dodge Public Library's Responsibilities:

- The library will adhere to the test-taking guidelines set forth by the institution. However, the library cannot arrange for a specific librarian to proctor a test nor can a proctor constantly watch a student 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.
- When an exam is administered, the proctor will be the staff member on duty at the Reference Desk. The staff member who begins proctoring the test may not be on the desk when the test is completed. Therefore, the student may be returning the test to a different person.
- Library staff will not sign any statement required by the institution that is inconsistent with our policy or with how the test is administered.
- The library will not keep completed copies of exams for students.
- Finished exams will be mailed with other library mail or may be submitted electronically if that option is available.
- The library is not responsible for completed exams lost or damaged due to factors beyond the library's control, such as postage delays or email transmission problems.
- The library is in no way responsible for a student's performance on a test, even if conditions are not optimal for test-taking.
- The library is not responsible for technical problems of 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 a library staff member at the Reference Desk to set up testing and provide contact information.
- The student is responsible for making arrangements with the institution for the exam and instructions to be sent to the library.
- The student is responsible for making arrangements to take the exam, including confirming with library staff that the test has arrived (electronically or via mail) and scheduling a time to take the test.
- The student is responsible for ensuring that the computer resources at the library are adequate for the exam. A student must be in good standing to use a computer for tests. Students will be able to use a computer for the length of time stipulated in 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 will arrive prepared with the necessary or required supplies to take the exam. These supplies will be made available for approval by the proctor if required.
- The student is responsible for any incidental costs, such as postage to mail back the exam (at USPS rates). Payment of any costs is due at the time the exam is taken.
- Cell phone use during exams is prohibited.
- Students must understand that tests will be taken in public areas or using public computers where there may be noise/distractions.

Adopted 10/23/2017