# Otsego County Library

**Proctoring Policy-Draft**
**February 15, 2013**

## Purpose
As part of its mission to support lifelong learning, the Otsego County Library provides test-proctoring services. The purpose of this policy is to state the conditions of this service.

## Eligibility
Test-takers must be Library cardholders in good standing.

## Availability
Supervisory staff is able to proctor exams, as allowed by their work schedules. Tests must be scheduled with a proctor a minimum of 2 days in advance. Tests will be scheduled during the staff person's regular work hours. Tests must be completed 15 minutes before the Library closes.

## Conditions
The Library will proctor exams in paper, emailed, or online format.

While the Library does not charge a fee for proctoring, all expenses, including copying and postage, will be paid by the test-taker.

A Library staff person will observe the test-taker while performing other tasks and assisting other patrons. Proctoring at the Library will include the exam, being aware of the student taking the exam, periodically observing the test-taker, and mailing the completed exam. If an institution requires the test-taker to receive constant interrupted observation, the Library will be unable to proctor the exam unless we can schedule a volunteer to monitor the test-taker and the educational institution approves it.

The Library cannot guarantee quiet work spaces, although Library staff will make every effort to set the test-taker apart from high traffic areas of the Library.

The test-taker is responsible for all arrangements, including:
- Obtaining Library permission for proctoring, as well as reading and signing this Proctoring Policy.
- Calling prior to the test to make sure the test or login information has arrived. The proctor does not contact you when the exam arrives.
- Arriving on time with appropriate identification and any supplies required for the exam. The test-taker should not bring a cellphone or other prohibited items into the Library.

- Online testing will take place at a public computer with word processing and Internet access. Computer setting may not be modified, and software downloads are not allowed. It is the test-taker's responsibility to verify that the Library's computer resources are adequate for their test-taking requirements.
- Verifying that the testing institution has received the completed examination. The Library is not responsible for exams that are lost by the postal system or electronically.

The Library is unable to provide a locked, private, or secure location for the test. Proctors will not monitor a student continuously during the exam, but may check on the student periodically.

If a group of students requires proctoring, special arrangements must be made with the teacher/professor of that class, and all the above conditions apply to each student.

Exams not taken by the date on which they are to be completed are either discarded or returned.

**Proctoring Policy Agreement**

I, _____, have read the proctoring policy specified above and agree
   (Test-takers' name, printed)
to the conditions set forth for proctoring.

Test-takers' signature_____

Date:_____

Phone:_____

Email:_____

**Institution contact information:**

University/College/School Name:_____

Contact Name:_____

Phone Number:_____

Address:_____

_____

Email:_____