

YOUR HOME PUBLIC LIBRARY POLICY

Policy #: 400-13

Effective Date: 05/12/2014

OPERATIONS Proctoring

STATEMENT: The proctoring of exams and assignments is a service offered by Your Home Public Library.

PURPOSE: To put down in writing the proctoring guidelines of Your Home Public Library.

POLICY:

1. Proctoring service is based on the availability of personnel, facilities, and technology.
2. Proctoring service is available Monday through Thursday during regular library hours. Proctoring cannot be scheduled on Friday or Saturday because staffing is not available to adequately monitor the student taking. Proctoring must be completed at least fifteen minutes before the library closes.
3. Appointments for proctoring should be scheduled at least one week in advance and must be confirmed the day prior. Reservations may be made in person, by telephone, or e-mail. It is the student's responsibility to verify receipt of the test, assignment, etc.
4. Any one student may only receive proctoring services once per month. Proctoring is limited to once per student per month in order to insure fairness to all students. It is also because of the amount of time and resources expended for this service.
5. A degreed librarian will proctor written assignments and computer based assignments.
6. Before beginning the assignment, the student will be required to present photo identification. Students are expected to have necessary or required supplies.
7. The proctor will enforce any time limits that are placed on the assignment.
8. It is the student's responsibility to obtain needed signatures. The proctor will not sign proctoring verification that attests to more than they are able to do.
9. At the conclusion of the test or assignment, it will be returned directly to the educational institution or association via the U.S. Postal service at the next regularly scheduled postal pickup from the library. The student is responsible for postal costs. Assignments will not be returned via UPS or FedEx.
10. The library will hold tests or assignments for up to sixty days or the assignment's stated deadline. If the student does not pick up the assignment by that time, the assignment will be destroyed. Library staff will not copy finished assignments or hold assignments past the date they are to be taken.
11. Your Home Public Library is not responsible for any delayed assignments, nor for any completed assignments once they leave the library's possession and have been mailed back to the educational institution or association.
12. There is no fee for proctoring.

Reviewed:

Revised:

Adopted at the 05/12/2014 Your Home Public Library Board Meeting.