

## Hustisford Community Library

### Exam Proctoring Policy

The Hustisford Community Library offers an exam proctoring service. The service is free and subject to availability of personnel, facility space and the technology to do so. The Hustisford Community Library reserves the right to refuse to proctor any exam which fails to comply with its policies or interferes with the daily operation of the library.

The use of the service is arranged by contacting the library. A minimum of three days notice is required before any exam will be proctored. The student must schedule an appointment to take the exam during the library's hours of operation, and all exam sessions must be completed 15 minutes prior to closing time.

When making appointments, students must submit their contact information and the name of the educational institution. It is the student's responsibility to allow sufficient time for the test to be taken, and to meet any deadlines imposed by the educational institution. It is also the responsibility of students to notify the library if they are unable to make the appointment to take the exam.

All testing materials must be received directly from the educational institution. Library staff will proctor written or online exams. If the exam is taken online, the student may use a library computer or their own computer equipment. The student must agree to the library's internet use policy. It is the student's responsibility to arrange for the transfer of the exam to the library, to notify library staff of any special accommodations needed, and to assure the educational institution that the Hustisford Community Library meets the institution's proctoring requirements.

The library is not responsible for any of the costs to receive or return any testing materials. The student is responsible for all fees and costs associated with the proctored exam. These costs include, but are not limited to, postal fees and charges for printouts and faxes at the current rate per page.

All exams are to be taken on-site with the student physically present. Cell phone use or visiting with others is not allowed during the exam appointment. The student may not bring any materials into the assigned testing area unless they are approved by the educational institution. Library staff can not guarantee that the area outside the testing area will be quiet or distraction free.

The student should call prior to the exam appointment to verify that the exam has arrived and everything is ready. The student should come prepared with the necessary supplies needed to take the test and a valid photo ID for identification.

Library staff proctoring the exam will complete the appropriate documentation forms provided by the educational institution. The proctor will enforce time limits placed on the exam and any other requirements that are specified in the examination materials. The proctor will not sign a proctoring verification form that attests to more than what the proctor has been able to do.

Completed written exams will be mailed, scanned and emailed, or shipped to the educational institution via the prearranged, prepaid carrier on the next business day. Copies of completed exams proctored by library staff are not retained by the library.

The library will hold an uncomplete exam for 30 days or until the educational institution's deadline, whichever is first. Uncompleted exams will be returned to the institution if postage is provided, otherwise the exam will be destroyed. The Hustisford Community Library is not responsible for any delayed exam, nor any completed exams once they leave the library's possession. The library is not responsible for tests that are interrupted by emergencies, power failures, and computer hardware and/or software failures.