

PROCTORING

With the increase in distance learning many students are required to take a proctored exam. The library offers a free proctoring service to the public.

Here is our policy regarding proctoring. Please contact the library director at 563-432-7135 or by email: mdehmer@mechanicsville.lib.ia.us with questions or to set up an exam.

EXAM PROCTORING POLICY

The Mechanicsville Public Library provides exam proctoring service to the public free of charge. Because library staff are engaged in other duties, the following conditions are to be understood.

The Student will:

1. Contact the library director to set up the testing.
2. Verify receipt of their exam at the library.
3. Schedule exams 48 hours in advance. Unscheduled exams will not be accommodated.
4. Schedule the exam time to end no less than 30 minutes before the closing of the library. Exams may only be scheduled during regular library hours.
5. Be responsible for ensuring that the computer resources at the library are adequate and available for test taking.
6. Provide a valid driver's license or photo ID (if required) for verification of identity before the test will be proctored.
7. Come prepared with the necessary or required supplies to take the examination. These supplies will be made available for approval by the proctor if required.
8. Be able to use a computer (for online exams) for the length of time stipulated in the exam. The student must be in good standing with the library to use the computer for exams.
9. The student is responsible for the return postage and envelope for any exam that needs to be mailed.
10. Allow sufficient time to take the examination before the deadline that has been established by the institution or association.
11. Allow sufficient return time for the normal library mailing. The student is responsible for making sure that the completed exam has been received by the institution.

The Library will:

1. Provide the student and institution with copies of this policy upon request.
2. Accept exams by email or postal mail.
3. Observe the student while performing other tasks and assisting other patrons. Proctoring at the library will include issuing the exam, being aware of the student taking the exam, periodically observing the student, signing the proctor form and mailing the completed exam, in self-addressed stamped envelope provided by the student.
4. Provide a computer to take an online test. However, the library will not install additional software on library computers to accommodate testing. Students may bring in their own computers at the discretion of the educational institution.
5. (May) refuse to proctor an exam that is too burdensome or exacting in its demands.
6. Provide an area for a student to take a written test. However, the student and institution must understand that the area provided is in a public space where there may be noise.
7. Make the student aware of any specific institutional guidelines provided (i.e., no notes, no open books, calculator or computer permitted).

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8. Return a written exam either by mail in a self-addressed envelope provided by the educational institution or by scanning the test and emailing it according to the instructions provided by the education institution.

The Library cannot:

1. Provide a librarian who will constantly watch the student one on one who is taking the exam. If an institution requires the student to receive constant, uninterrupted observation the library will be unable to proctor the exam.
2. Assign specific librarians to proctor specific exams
3. Sign the name of another librarian on the proctoring form or the exam.
4. Provide proctoring for multiple students in a given day.
5. Be responsible for technical problems on the institution's website or email.
6. Sign any statement required by the education institution that is inconsistent with our policy or with how the test is administered.
7. Mail the completed exam at times other than the regular library mailing.
8. Arrange for courier or delivery pickup of completed exams.
9. Be responsible for completed exams that are lost by the postal system or electronically.
10. Keep copies of completed exams.

Adopted
9/7/23

Reviewed

Reviewed & Revised