

### **3.4 Proctoring Exams**

The library has a staff member available on Friday mornings by appointment to proctor examinations for students taking distance or online courses.

The exam proctoring fee is \$25.00 per proctoring session.

Patrons should review the library's proctoring policies and procedures to find out if the service meets their needs. To have a test proctored the patron should print and complete the Test Proctoring Agreement Form and turn it in at the Reference Desk. Applications will not be accepted over the telephone. Only the Library staff member who will proctor the exam will initial the Test Proctoring Agreement Form. The student shall receive a copy of this policy and the Agreement Form.

#### Student Responsibilities

The student will:

- Complete and sign the proctoring request form
- Schedule an appointment at least one week in advance
- Contact the testing institution and identify all testing requirements
- Bring photo ID
- Pay the exam proctoring fee (cash or personal check made out to The City of Plantation)
- Call to cancel if unable to keep reserved testing time
- Relinquish use of cell phones, Blackberry's etc. when testing
- Verify that the test has been received by the library prior to the exam and by the educational institution from the library after the exam

The library will:

- Verify receipt of test materials
- Verify student's photo ID
- Provide space and a computer (if necessary)
- Provide a proctor to observe the student taking the test
- Document the beginning and end times of the test
- Supply pens, pencils, scrap paper, mailing materials and postage as part of the proctoring fee
- Return test materials via agreed method

The library will not:

- Accommodate requests for unscheduled proctoring
- Contact the testing institution to clarify procedural questions such as: incorrect passwords, wrong tests, etc.
- Guarantee that technical problems will not occur when using either the library PC's or a student's personal computer
- Download software for test taking that is not compatible with our network