

Serving our Surrounding Communities Since



1876

**DUNDEE TOWNSHIP
PUBLIC LIBRARY DISTRICT**

Test Proctoring Guidelines

SCOPE OF SERVICE:

In support of life-long learning, the Library will proctor exams for residents of the Library District and employees of businesses located within the Library District. It is the student's responsibility to verify that the proctoring conditions provided by the Dundee Township Public Library District meet all requirements of the institution administering the exam.

APPLICATION PROCEDURE:

- To arrange exam proctoring it will be necessary for the student to come to the Library to arrange a date and to complete any required paperwork. The student will be asked for proof of residence or employment within the Library District.
- Other than completing forms provided by the testing institution, the Library will not submit special letters, make telephone requests or submit staff credentials for review. Normally, the testing institution will supply a "Request for Proctoring" form in the class material or have it available on their website.
- Any of the Reference Librarians can agree to be a proctor. Due to staff scheduling, this specific librarian may not be available on the day the exam is scheduled. In such case, the exam will be proctored by another Reference Librarian.
- It is the student's responsibility to contact the Library staff to verify that the exam has been received and to inform the staff of any changes.
- The Library reserves the right to return to the testing institution any exams that are received without prior contact with the student.

TESTING ENVIRONMENT:

- The Library does not have a quiet area or private room for exam taking. Exams will be taken while seated at a table or study carrel in close proximity to the Reference Desk.
- The Library cannot provide proctoring if a librarian is required to be with the student during the entire exam.
- It is the student's responsibility to allow adequate time for completion of the exam. Exams should not be scheduled during the last hour the Library is open.
- Come prepared with pens, pencils, erasers and scratch paper.

ON-LINE EXAMS:

The Library will attempt to honor a student's request for an on-line exam. The Library policy limiting computer usage to one hour will be waived in cases when the test takes longer. It is the student's responsibility to know the testing institution's web address and to arrange for any needed passwords to be delivered to the Library prior to the testing day.

EXAM ADMINISTRATION:

On the day of the exam, the student will be asked to show a photo ID for verification. Librarians will not grade examinations. Other arrangements will need to be made if this is a requirement of the testing institution. The completed exam will be mailed in an envelope provided by the testing institution. Normally, the exam envelope will leave the building the next business day. We are unable to honor requests requiring special trips to the Post Office, FedEx or UPS.

Board Approved 10/11/04