Johnson City Public Library
Proctoring of Tests Policy

Purpose
The proctoring of examinations is a service offered by the Johnson City Public Library in support of the educational component of the library's mission.
The library will offer proctoring services based on the availability of personnel, facilities and technology to do so.

Fees
- The library charges for-profit businesses $50 for each proctor session.
- The library charges non-profit businesses or educational institutions $15 for each proctor session. Students are advised to check with their on-line school to see if this fee is reimbursable.
- Proctoring sessions with five or more in a session will require that the educational, non-profit or for-profit organization rent space in the library's Jones Meeting Center, where standard meeting room rates will apply. Meeting room fees are in addition to applicable proctoring session fees.
- The library accepts cash, personal checks and credit cards.

Availability
All Adult Services staff members, full and part-time, are able to proctor exams, as allowed by their work schedule. Tests must be scheduled with the proctor a minimum of 7 days in advance and preferably 14 days in advance. Tests will be scheduled during the proctor's regular work hours. Tests must be completed 15 minutes before the library closes.

Policy
- The student will allow sufficient time to take the examination before the deadline that has been established by the institution.
- The student will be required to present a valid picture I.D. at the time of the exam.
- Proctors will not monitor a student continuously during an exam, but may check on the student periodically. The library does not guarantee that a quiet study room will be provided.
- Proctors will enforce any time limits that are placed on the exam, as well as other rules set forth in the examination materials. The use of cell phones or visiting with others is

prohibited. Any perceived violation of the posted rules for the exam will be reported to the educational institution.

- Tests offered in a computer format must be compatible with the hardware and software available on the library workstations.
- Prior contact between the testing institution and the proctor is required so that credibility and testing requirements can be verified.
- Library staff cannot proctor exams that students bring in themselves.
- Library staff will not sign a proctoring verification that attests to more than the staff member has been able to do.
- The Johnson City Public Library will not be responsible for any delayed tests, nor for any completed tests once they leave the library's possession.
- The library will not be responsible for tests that are interrupted by library emergencies, power failures, or computer hardware or software failures.
- The library reserves the right to substitute a proctor in the event of the original proctor's absence.

Approved by the Johnson City Public Library Board of Directors on August 14, 2012

Responsibilities of the Test Taker

- Fill out the Application for Proctoring Service form and return it to the Information Desk at the library. A staff member will then contact you to make an appointment to meet and to complete the necessary paperwork your school requires
- Your school may have specific requirements for proctoring. Check with the proctor to make sure the library can meet all of the requirements.
- Call prior to your test to make sure the test or login information has arrived. The proctor does not contact you when the exam arrives.
- Remit the appropriate fee prior to taking the exam.
- Arrive promptly at the agreed-upon time, prepared with the items required for taking the test. These may include picture identification (I.D.) or student I.D., applicable login and password information, money, pens/pencils and calculator. Only items listed in the instructions will be allowed in the test area. You are responsible for securing personal items before the test begins.
- Paper exams not taken by the date on which they were to be completed are either discarded or returned.
- A proctored session may be rescheduled one time if notice is given at least one day prior to the start of the session.

Note to Applicant

Prior to filling out this form, carefully read the Policy on Exam Proctoring and check with your educational institution to make sure all of the testing requirements can be met by the Johnson City Public Library.

Application for Proctoring Service

Date of application: _____

Applicant's name: _____

Address: _____

Telephone: _____

Library card number _____

School name: _____

School telephone: _____

For Library Staff Use Only:

Policy and procedures explained to patron (date and initial): _____

Date of test: _____

Test received (date and initial): _____

Room booked, if available (date and initial): _____

Test completed by person named above (date and initial): _____

Test mailed, faxed, or submitted electronically back to school (date and initial): _____

Staff signature: _____

NOTES: