

## **Proctoring of Exams**

To meet the needs of individuals and institutions of higher learning, the Hudson Public Library agrees to cooperate with library patrons and educational institutions by offering exam proctoring services. This service is based on the availability of personnel, facilities and technology to do so. As such, the following responsibilities are set out:

### **Responsibilities of the Student:**

The student is responsible for verifying that a member of the library staff is pre-approved by the learning institution to provide test proctoring and/or for providing the necessary procedure for staff approval in a timely manner before testing is required.

The student will be required to arrange for the exam and instructions to be sent to the library at least one week before the taking of the exam.

The student is responsible for making arrangements to take the exam including calling the library to make sure the test has arrived and scheduling a time to take the exam. The student will schedule the exam time to end no less than 30 minutes before the closing of the library.

The student is responsible for ensuring that the computer resources in the library are adequate for the test taking requirements.

The student will provide a valid Driver's License or a photo ID for verification of identity or the test cannot be proctored.

The student will arrive prepared with the necessary or required supplies to take the exam. These supplies will be made available for approval by the proctor.

### **Responsibilities of the Library:**

The library staff will provide the student with a copy of this policy.

The library staff member that has been approved by the testing institution will proctor exams.

If an institution requires the student to receive constant, uninterrupted observation, the library staff cannot proctor the exam.

The library will submit the completed exam to the testing institution in the manner requested.

Library staff will not sign any statement required by the educational institution inconsistent with our policy or with how the test was administered.

Library employees may refuse to proctor any exam too burdensome or exacting in demands.

The Library cannot provide proctoring for groups of students.

The Library is not responsible if the web site or email is not working.

The Library is not responsible for completed exams that are lost in transition.

The Library will not keep copies of completed exams.

Approved: 11/01/2010

Amended: 09/03/2015