

Ellsworth Public Library	1549 DeWitt St	Tel: 1-5115-836-4852
	P O Box 338	Tel: 1-515-836-2162
	Ellsworth, IA 50075-0338	director@ellsworth.lib.ia.us

Proctoring Policy

Approved: November, 2010

Reviewed: February, 2014

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Reviewed: March 2020

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Proctoring Policy

Policy Statement

To meet the needs of individuals and institutions of higher learning, the Ellsworth Public Library agrees to cooperate with area residents and institutions to support their lifelong learning goals by offering proctoring services. This service is based on the availability of personnel, facilities and technology to do so.

Proctoring Policy

Responsibilities of Library Staff

- Library Staff will provide the student and the institution with copies of this policy.
- Library Staff on duty will proctor exams.
- The proctor will observe the student while performing other tasks and assisting other patrons. Proctoring at the Library will include issuing the exam, being aware the student is taking the exam, periodically observing the student, signing the proctor form and mailing the completed exam. If the institution requires the student to receive constant, uninterrupted observation, the Library staff cannot proctor the exam.
- Library staff will not sign the name of another librarian on the proctoring form or the exam.
- Library staff will not sign any statement required by the educational institution inconsistent with our policy or with how the test was administered.
- Library staff cannot make changes to the public computer settings. The Library does not allow the installation of any special software that may be needed to complete the exam on a Library computer.
- The staff may refuse to proctor any exam too burdensome or exacting in its 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 have gone astray in the postal system.
- The Library will not keep copies of completed exams.

Proctoring Policy

Responsibilities of the Student

- The Student will ask the Library Staff on duty to proctor the exam.
- The Student will be required to arrange for the exam and instructions to be sent to the Library Staff 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 Staff 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 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.
- The Student is responsible for return postage and envelope for any exam which does not include a self-addressed, stamped envelope. The student is responsible for the cost of computer printing (15 cents per page), photocopying (15 cents per page) of faxing costs (\$1.00 per page) associated with the exam.
- The finished exam will be handled with other Library mail.