

Test Proctoring

Reference librarians perform test proctoring of written and online tests. There is no charge for this service. The Library cannot provide same day proctoring service. Proctoring services depend on the availability of personnel, facilities, and technology to do so.

Postage and printing fees are the responsibility of the student. It is the responsibility of the student to contact the circulation desk to schedule a date and time of an exam.

Test Proctoring Guidelines:

Beaver Dam Community Library provides limited proctoring services. Please review these guidelines in detail and verify that your institution will accept our conditions so that your testing experience will go smoothly.

- Beaver Dam Community Library will proctor either written or online exams.
- An available librarian will administer your test. However, there is no guarantee that a librarian will be available for your selected date and time.
- Staff will not be able to continuously monitor you during the exam, but may check on you periodically. There is no guarantee that a private room will be available during the selected time.
- Proctoring is by appointment only. An application is available at the Circulation Desk or on the Library's website.
- Exams must be completed 60 minutes before the Library closes.
- It is your responsibility to arrange for the exam to be delivered to the Library. The Library can receive exams as email attachments or via US Mail (fax service is not available).
- Students must arrive promptly at the agreed-upon time, prepared with the items required for taking the test. These may include picture I.D., pens/pencils and calculator. The library does not provide these materials. Only items listed in the instructions will be allowed in the test area. If testing requires it, students may secure personal items behind the Circulation Desk for the duration of the exam. The Library is not responsible for lost or stolen items. Once the test is finished, the librarian will sign and verify its completion.
- You are responsible for any costs incurred for returning the test to your institution. The Library does not provide envelopes or postage. The library will keep a test for 30 days from the date of receipt and no longer than 10 days after completion.
- With regard to the required proctor information for some tests, the proctor will provide the necessary library and proctor information **excluding** personal information such as social security number or driver's license number.
- If a student continually cancels scheduled exams, arrives at the Library late, or is unprepared for the exam at the scheduled time, the Library has the right to refuse to proctor further exams for this student.

- The Beaver Dam Community Library is not be responsible for any delayed tests nor any completed exams once an exam leaves the Library. The Library is not be responsible for tests interrupted by Library emergencies, power failures, or computer hardware or software failures.

Student requirements:

- Verify that the testing institution accepts all library proctoring guidelines.
- Complete an application and contact the Circulation Desk at least 7 days in advance to arrange the date and time of the exam with sufficient time to complete all exam requirements one hour prior to the library's scheduled closing time.
- Verify that Beaver Dam Community Library has received the examination and/or necessary log-in information in advance of the examination.
- Allow sufficient time to take the examination before the deadline that has been established by the institution; the library will hold tests for 30 days after receipt or the test's stated deadline.
- Arrive for testing as scheduled and notify the Library at least 24 hours in advance if unable to keep a scheduled appointment.
- Bring appropriate photo ID to the library on the exam day.
- Obtain approval from the institution for permission if the student intends to use a personal laptop to take the examination(s).
- Provide postage & envelope if the testing institution has not enclosed a return, prepaid envelope.
- Allow 7-10 days for normal US Mail delivery or make other prepaid delivery arrangements to return the completed exam to the institution.

The Library can:

- Proctor exams for individual students who have made advance arrangements.
- Receive and return exams via US Mail or e-mail.
- Store the exam in a secure area and maintain password security for electronic exams.
- Reserve Internet use for an appointed time and specified amount of time. The library provides free public WiFi. The student is responsible for following and understanding the Library Internet Policies and procedures.
- Verify the student's identity with photo ID.
- Library staff cannot read the examination to the student, but will make reasonable accommodation for persons with disabilities.
- 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.
- Librarians will not sign a proctoring verification that attests to more than the staff member has been able to do.
- Mail the completed exam back to the institution via a prepaid method.

The Library cannot:

- Consistently provide a private place for testing.
- Provide a staff member to continuously monitor the exam or verify that the student had no access to materials or assistance.
- Download software onto Library computers or grade exams.
- Allow a student to complete an exam after the library's designated closing time.
- Provide envelopes or postage for returning exam materials to the testing institution.
- Keep copies of the exam after they have been returned to the testing institution.

Note: If it is determined that a proctoring request is unreasonable or its demands are too burdensome to administer, then the library reserves the right to deny this service.

All tests and materials must be sent to:

Beaver Dam Community Library

Attn: Test Proctor

311 N. Spring Street

Beaver Dam, WI 53916

circdesk@beaverdamlibrary.org

(920) 887-4631