

OREGON PUBLIC LIBRARY PROCTORING POLICY

I. Policy

In an effort to support the goal of lifelong learning, the Oregon Public Library provides proctoring services free of charge during regular library hours. Proctoring can be set up by calling the library's Information Desk at 608-835-3656.

Exams are scheduled at a time mutually convenient for the proctor and student. If a schedule change occurs, a different Information Desk staff member will proctor the exam. The library does not guarantee that the student will be under direct observation during the test. Exam proctors will periodically check on the student as time permits. Online exams will be scheduled within a proctor's desk shift. Exams must be completed 30 minutes prior to the Library's closing time.

II. Student responsibilities

- A. Students must make arrangements for the exam at least 48 hours in advance. When making appointments, students will need to supply a name, their phone number, name of the testing institution (school), the date and time of the exam.
- B. It is the student's responsibility to verify the library received the exam or password(s) before the day of the exam.
- C. Students will arrive with the required supplies and their photo ID.
- D. Students should confirm that this policy meets the school's requirements.
- E. The student or school will be responsible for paying any postage costs in advance. When postage is not paid, the exam will not be mailed.
- F. If postage needs to be paid by the student, a flat fee of \$3.00 will be charged for postage (any change will go in the Friends of the Library donations box.) If a flat envelope needs to be supplied by the library, the student will be charged \$1.00.
- G. If an exam can be scanned as a PDF and returned via email, there is no charge to the student.

III. Proctor responsibilities

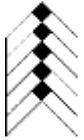
- A. Proctor will verify photo identification; enforce closed book, calculator, and/or personal item requirements and time restrictions.
- B. Completed paper exams will be returned to the testing institution only via envelopes or packages provided by the student or institution; Or scanned on the copier to a flash drive, and sent to the instructor via email. Copies of the exam are not retained. Exams not completed by the student within 30 days will be shredded or returned to the testing institution.

IV. Online testing

- A. Two extended use computers or a wireless computer is available for online exam use. The proctor will reserve an extended use computer for the student or set up the wireless computer.
- B. It is the student's responsibility to test the computer prior to the exam and assure any needed setting is available. We are not able to change computer settings or download programs or plug-ins.

Thank you for considering Oregon Public Library as the proctoring location for you or your student's examination. If the Oregon Public Library proctoring requirements fit your needs and you wish to schedule an exam, contact the Information Desk Staff at 835-3656.

Approved: June 2009
Amended: April, 2012



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PROCTORING PROCEDURE

V. Procedure

- A. Paper copies of exams will be kept in the Information Desk Proctor folders in the top file drawer. Each student or family has their own folder.
- B. When setting up proctoring for a student, please give out the orelib@oregonlibrary.org as the contact email for emailing of exams. This way, we can keep an electronic copy of the passwords in a centralized proctoring email folder until the exam(s) are completed. Each active student should have their own subfolder in the proctoring email folder.
- C. Staff will verify picture ID and hold purse or backpack or phone at the Circulation Desk while any exam is in progress. The patron can keep personal items in their car as well.
- D. Completed paper exams will be returned to the testing institution only via envelopes or packages provided by the student or institution; Or scanned on the copier to a flash drive, and sent to the instructor via email. Copies of the exam are not retained. Exams not completed by the student within 30 days will be shredded or returned to the testing institution.

Adopted by the Library Board: June 10, 2009

Amended by the Library Board: April 11, 2012