

## **Gretna Public Library**

### **Test Proctoring Policy**

Reviewed and approved November 25, 2019

By the Gretna Library Board

#### **Purpose:**

This policy is established to set expectations among those seeking a test to be proctored by Gretna Public Library staff.

#### **Disclaimer:**

Gretna Public Library staff may proctor tests, but cannot guarantee constant supervision or a quiet environment.

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

- Students needing a proctor must contact the Library by phone, email, or in person no later than 3 days prior to their requested test date.
- If an institution requires formal approval from Library staff to serve as a proctor or needs to send information/directions pertaining to the test, it must be received at least 24 hours prior to the arranged testing time.
- Tests can be received through U.S. mail, email, fax or other delivery services.
- Tests can be returned by U.S. mail, email, or fax. Accommodations cannot be made for special handling requirements for returning tests. If students wish to have their test mailed, they must provide a prepaid envelope addressed to the student's institution. The Library can fax completed tests for a fee of .10 per page to local institutions or \$1 per page to long distance/out of state institutions. The student is responsible for any fees associated with faxing. The Library is not responsible for the delivery time of the returned exam.
- Testing may be canceled or postponed if the testing materials are not received in time, require clarification, incur any expense, or otherwise exceed our ability to comply with the testing institution's requirements.
- Test takers should arrive as scheduled and bring their own supplies.
- If a test taker cannot keep their scheduled appointment, they need to notify the Library as soon as possible.
- A test taker who is a "no call, no show" will not be permitted to use the Library as a proctor again.
- All testing must be completed 30 minutes before the Library closes

#### **Library and Staff**

- Whenever possible, the Library Director or Assistant Library Director will serve as the proctor for exams.
- Wherever possible, the Library will meet the requirements of the testing institution.
- Library staff will read and follow all instructions for administering the exam.
- The Library will not keep copies of completed exams
- The Library cannot proctor online exams that require the installation of special software or the modification of existing computer settings.

**Memorandum of Understanding**

I have read and understand the Gretna Public Library's Test Proctoring Policy and agree to abide by its terms.

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Signature

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Date