

Emporia Public Library

Proctoring Policy

Approved by the Library Board March 11, 2021

Purpose

The proctoring of examinations is a service offered by the Emporia Public Library. The library will offer proctoring services based on the availability of personnel, facilities and technology to do so.

Fees

There are no fees for proctoring services.

Availability

Exams must be scheduled with the public services desk at least 24 hours in advance and during the proctor's regular work hours. Exams must be completed 30 minutes before the library closes.

Guidelines

- Proctoring slots are limited. Students are encouraged to schedule the exam as soon as they are able.
- The student will be required to present a valid picture I.D. at the time of the exams
- Proctors will not monitor a student continuously during an exam unless constant supervision is required but may check on the student periodically. The Library does not guarantee that a quiet study room will be provided.
- Proctors will 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 during the exam is prohibited. Any perceived violation of the posted rules for the exam will be reported to the educational institution.
- Prior contact between the examining institution and the proctor is required so that credibility and examination requirements can be verified.
- Librarians cannot proctor exams that students bring in themselves.
- Librarians will not sign a proctoring verification that attests to more than the staff member has been able to do.
- The Emporia Public Library will not be responsible if exams arrive late or damaged, nor for any completed exams once they leave the library's possession and have been returned to the educational institution.
- The Library will not be responsible for exams that are interrupted by Library emergencies, power failures, or computer hardware or software failures.

- The Library reserves the right to substitute a proctor in the event of the original proctor's absence.

Responsibilities of the student

- Schedule the exam with the proctor.
- Your school may have specific requirements for proctoring. Check with the proctor to make sure the Library can meet all of the requirements.
- Call prior to your exam to make sure the exam and/or login information has arrived. The proctor does not contact you when the exam arrives.
- Arrive promptly at the agreed-upon time, prepared with the items required for taking the exam. Only items listed in the instructions will be allowed in the exam area. You are responsible for securing personal items before the exam begins.
- Exams not taken by the date on which they were to be completed are either discarded or returned.