



FARMINGTON PUBLIC LIBRARY

Proctoring Policy

Approved by Library Advisory Board 8/21/18

Next review August 2020

Managed by Library Director, Adult Services Coordinator, or their designee

1. GENERAL PRINCIPLES

- a. Farmington Public Library will make Library staff available as proctors for written and online exams for Students by appointment only, and in accordance with the following terms and conditions.
- b. Students requesting proctoring services will be referred to Adult Services where a Librarian will provide the Student with a copy of the Library's Proctoring Policy, Terms, and Conditions, and explain its provisions. A library card in good standing is required for all proctoring services.
- c. If the proctoring request is deemed unreasonable in its demands or too burdensome to administer, the Library reserves the right to deny proctoring service at the discretion of the Library Administrator or Adult Services Coordinator.

2. PROCTORING POLICY, TERMS AND CONDITIONS

- a. It is the responsibility of the Student to inform the Testing Institution of the Library's Proctoring Policy, Terms, and Conditions, and to make arrangements for delivery of the examination to the Librarian, provided the testing conditions meet the requirements of both Institution and Library.
- b. It is the responsibility of the Student to confirm that the test has been received by the Librarian (by calling 599-1260 during the library's open hours) to make an appointment to take the examination, and to notify the Librarian, as soon as possible, if the Student is unable to keep the appointment.
- c. All examinations must take place during normal Library hours and must be concluded by the Library's scheduled closing time.
- d. The Library will proctor online examinations only if the Student has a wifi-enabled laptop computer and a library card in good standing that will enable the Student to log on to the library's wifi. Due to time constraints, online examinations cannot be proctored in the Library's computer lab. If the Student



requesting proctoring services for an online examination does not have a laptop computer and a valid library card, the appointment for the examination will be cancelled, and the exam returned uncompleted. We strongly recommend that the Student tests the library's wifi for compatibility before the scheduled proctoring appointment.

- e. A test may be proctored by more than one Librarian. The Librarian on duty at the time the proctored exam begins may be replaced due to a change of shift, etc., before the examination is concluded. The designated Librarian will make available to the next Librarian the necessary information for successful conduct and return of the examination.
- f. The testing location within the Library will be determined by the Librarian, and will, in most cases, be at a table in the public area directly in front of the Reference Desk, or in another area where direct monitoring of the examination process can take place.
- g. It is the responsibility of the Student to bring appropriate picture ID at the time of the examination, as well as the necessary tools required for the examination, such as pens, pencils and paper.
- h. Books will only be allowed in the testing area if the test is designated an "open book" test.
- i. Use of cell phones, pagers, PDAs, or similar electronic devices will be prohibited during the examination. Calculators will not be allowed unless pre-approved by the Instructor or the Testing Institution. These rules may be modified based on the specific requirements of the Testing Institution.
- j. The Student must leave all purses, backpacks, etc., at home or in their car. Librarians will require that any of the aforementioned items be placed under the table during the testing period.
- k. No friends or family (including children) are permitted in the area when the test is being taken.
- l. The Student may not leave the desk until the test is complete.
- m. It is the Student's or Testing Institution's responsibility to provide the necessary mailing materials and postage or mailing costs to return the completed test to the Institution. The Library cannot accept money for stamps or mailing materials.



Special needs such as registered, certified or overnight mail must be discussed with the Librarian prior to the date of the examination. Under no circumstances will the Student be allowed to mail the test himself.

- n. Completed written examinations will be returned to the Testing Institution by the Librarian on the next business day by mail or by other pre-arranged and approved methods.
- o. Library staff may not accept personal compensation for this proctoring service, but may accept a gift or donation from the Student or Testing Institution on behalf of the Farmington Public Library Foundation.