

## **Comsewogue Public Library Proctoring Policy**

The Comsewogue Public Library will proctor exams for library members/cardholders upon request subject to the availability of personnel, facilities and the technology to provide such oversight.

### **Guidelines**

The student seeking to have an examination proctored will be required to present a valid Comsewogue Public Library card that is in good standing and a valid picture ID at the time of the request for proctoring and at the time of the exam as well as any other credentials required by the examining institution. The Library reserves the right to refuse to proctor any exam where proper documentation is not supplied. The student is responsible to know and advise what is required and supply all materials needed for his/her exam administration.

The Library will proctor written and online exams. Written exams may be mailed, emailed or faxed to the proctor. It is the student's responsibility to be sure that the exam is received prior to examination date.

The proctor will note the start and end time of the exam and enforce time limits. The proctor will execute any school supplied documentation within the scope of the guidelines. The proctor will also fax, scan or email the completed exam to the institution however the Library is not responsible should transmission of the document be unsuccessful. The student is responsible for providing necessary postage for mailing exams back to the testing institution (via the U.S. Postal Service) at the Library's next regularly scheduled postal pickup. The Library is not responsible for exams once they leave the Library's possession.

The proctor will provide reasonable supervision during the exam, but cannot assure continuous monitoring. The Library cannot commit to proctoring an entire course of study or single exams that require multiple sittings to complete.

The nature of the exam (open book, notes, online, etc.), as well as the allowed/prohibited items (calculator, cell phone, etc.), must be clearly reported to the Library prior to the exam.

It is the responsibility of the student to ensure that the Library's computer resources are adequate for his/ her test taking requirements. The Library cannot proctor online exams that require public access computer settings to be modified. The student/member is responsible for accepting computer prompts for time extensions. The Library does not provide separate rooms or cubicles for proctored exams.

The Library is not responsible for exams that are interrupted by emergencies, weather, power failures, computer hardware/ software failures or Internet disconnections.

The Library does not provide proctoring to *groups* of students.

**Scheduling**

Proctored exams must be scheduled at least 3 days in advance and must take place within normal business hours of the Library, concluding at least 30 minutes prior to closing.

Reasonable efforts will be made to provide a substitute for the scheduled proctor who is unavailable. The Library is not responsible for consequences stemming from the rescheduling or cancellation of a proctoring session.

**Fees and Costs**

The Library will not pay any fees in relation to its proctoring of an exam. It is the responsibility of the student to pay for any fees associated with the exam, including but not limited to fees charged by the educational institution, and/or the costs of filing, printing, faxing, cancellations or rescheduling fees and mailing.

Comsewogue Public Library staff members may not accept a gratuity for proctoring an exam.