

Mexico-Audrain County Library District

Subject: Test Proctoring

Board

Approved: 4/10/13

POLICY

Although Mexico-Audrain County Library District facilities are not test center, designated staff at the various MACLD facilities may proctor examinations for residents of the MACLD service area in our role of supporting life-long learning.

The staff provides this test-proctoring service at the convenience of library staff when library responsibilities allow it.

Individuals requiring test proctoring from the Advance Technology Center will be referred to the local college.

PROCEDURES

1. Purpose

Long-distance learning programs and some professions provide opportunities for independent study on the condition that exams are proctored. In recent years, the number of colleges and universities offering online classes has increased dramatically; this has led to increased demand from our patrons for proctoring services. Although Mexico-Audrain County Library District facilities are not test center, in response to this demand, the Library may administer examinations in our role of supporting life-long learning. The staff provides this service at the convenience of library staff when library responsibilities allow.

2. Scope

Residents of our county may apply for test proctoring. Individuals applying for test proctoring must have a valid MACLD library card.

3. Fees

The student will be responsible for any incidental costs, such as postage to mail back the test; the cost of faxing the test (\$1.00 per page); photocopying the answer sheet (25 cents per page); etc. Payment of fees and other costs will be due at the scheduled time of the examination.

4. Administration

Depending on time and availability of staff, professional library staff (or designated staff) will administer either written or online exams at facilities of the Mexico-Audrain County Library District. The staff will administer tests during weekday hours. If it is determined that the proctoring request is unreasonable in its demands or too burdensome to administer, the Library reserves the right to deny this service.

5. Requirement

At least one week's notice is required.

Any individual needing test proctoring will need to complete the required form (“Request for Test Proctoring”) and discuss individual needs with the coordinator of this service.

The institutions requiring proctored testing are responsible for making sure that library staff receives the examinations.

MACLD will proctor only written or online tests. Tests which require the library to download and install test software will not be proctored by MACLD (it is our policy not to allow patrons to download and install software onto our public access computers). If the test contains an audio component, the student is required to provide suitable headphones.

It is the student’s responsibility to schedule and confirm the time of the test with MACLD’s proctor. MACLD staff will not proctor a test which is not scheduled beforehand.

The student shall follow all restrictions placed upon them by the education institution as well as MACLD.

It is the student’s responsibility to be sure that the test is taken within the period of time that the educational institution requires.

The student will be required to present a valid picture I.D. at the time of the exam.

The library will not provide supplies to Test-takers such as test booklets, paper, pencils, etc.

The library cannot guarantee a separate quiet study area for test taking. The Proctors will not monitor a student continuously during an exam, but may check on the student periodically.

The use of cell phones or visiting with others is prohibited. Any perceived violation of the rules for the exam will be reported to the educational institution.

This policy will be given to each student asking MACLD to proctor a test for them.

MEXICO-AUDRAIN COUNTY LIBRARY DISTRICT

Request for Test Proctoring

Individuals seeking to have a test proctored at any of the service centers of the Mexico-Audrain County Library District will need to complete this form. A staff member will contact you within a week.

Today's date: _____

Name: _____

Phone number: _____

E-mail address: _____

Name of School/
College: _____

Class name: _____

Number of tests: _____

Will test(s) be written
or on the computer? _____

What is the deadline
for taking this test? _____

Date & time you wish
to take test? (Include
2 options) _____

For staff use only:

