

Sauk City Public Library Policy

POLICY: Proctoring

AUTHORIZED BY: Board of Trustees

APPROVED DATE: 3-13-17

DATE OF LAST REVIEW/REVISION:

Policy Statement

As a community service, the Sauk City Public Library will provide proctoring services for written and online examinations. Examinees must sign this policy in order to receive proctoring services.

Regulations

1. The student must contact the Director or designee to request proctoring service before any examination is sent to the library by the testing institution or potential employer. The library requires the student's name, telephone number and email address (if applicable) at that time.
2. Examinations not taken after one month will be discarded.
3. The student is responsible for having the examination and instructions sent to the library after talking with the Director or designee. The student is responsible for timely receipt of the examination and instructions.
4. The library will accept examinations via email or postal service. The library reserves the right to refuse proctoring if the requirements exceed staff or facility capabilities.
5. A librarian will attempt to contact the student when the examination and instructions arrive at the library. If the student has not responded after three contact attempts over a two week period, no further attempts at contact will be made.
6. Test date and time must be agreed to by the Director or designee, will occur during regular library hours and should not exceed four hours.
7. The student must provide any necessary supplies to take the test.
8. The library does not guarantee a quiet test area, continual monitoring for the entire examination period or a specific library staff member's service.
9. If return postage is not prepaid, postage to return the examination is the student's responsibility.
10. The library staff is responsible to deliver the completed examination into the care of the US Postal Service but is not responsible for delivery beyond that point.
11. **NOTE THIS IMPORTANT POINT:** The library cannot allow the installation of any special software that may be needed to complete the examination on a library computer. It is the student's responsibility to ensure that the library's computing resources are adequate for their test taking requirements. The library cannot guarantee that technical problems will not occur when using the library computers.

I certify that I have read, understand, and agree to the terms set forth in this policy.

Name

Date