



## Test Proctoring Policy

In the interests of supporting lifelong learning, the Botetourt County Library proctors written and online tests for patrons upon request and availability of personnel, facilities and technology.

### **Availability**

Tests may be administered during regular library hours by appointment, and they must be completed no later than thirty (30) minutes prior to closing. Availability of appointments is dependent on staffing, space availability, and other factors. There is no guarantee of availability, so scheduling as long in advance as possible is encouraged. The Library does not guarantee a specific proctor, space, technology, or time frame. As a public facility, the Library also cannot guarantee a quiet or private space for taking tests.

### **Fees and Costs**

Test proctoring is offered free of charge to all patrons. However, the Library will not incur any costs for administering tests. All costs and materials including, but not limited to, printing, mailing, faxing, postage, or envelopes, are the responsibility of the student or examining institution.

### **Library Proctoring Guidelines**

- Tests are taken on the honor system. The Library cannot provide continuous supervision, but can offer intermittent checks for the student.
- The same proctor may not be available for the full test time, depending on availability and scheduling. Proctors will not be required to provide personal information for proctoring.
- The Library will provide the student and/or examining institution with the necessary contact information for delivery of any written test through mail, email, and/or fax.
- Library proctors will not sign an institution's proctor verification form attesting to more than the proctor is able to do under Library policies or current conditions.
- The Library will return completed written tests as directed by the examining institution, provided no costs are incurred by the Library.
- The Library will hold uncompleted written tests for two (2) weeks or until the examining institution's deadline, whichever comes first. Uncompleted tests will be returned to the institution or destroyed. The Library will not retain copies of any completed tests.
- The Library does not assume responsibility for any test sent to, retained, delayed, or returned to or by the Library.
- The Library will provide a public computer or laptop for the test if permitted by the examining institution and subject to availability, but will not modify any settings nor install any software required for the test beyond the existing settings and software already available on the County-owned device.

- The Library does not assume responsibility for tests that are interrupted or delayed by Library emergencies for any reason including, but not limited to, power failure, inclement weather, internet outages, or computer hardware or software failures.
- The Library reserves the right to deny proctoring services for any reason including, but not limited to, requests that are beyond the Library's ability to administer.

**The student is responsible for:**

- Obtaining any test guidelines, instructions and requirements from the examining institution and verifying that they meet guidelines of the Library's test proctoring policy.
- Coordinating the transfer of any written test from the examining institution to the Library and verifying that the test has been received by the Library.
- Scheduling an appointment for proctoring, preferably 24 hours in advance. Walk-in requests for proctoring are not guaranteed but will be accommodated if possible, depending on the availability of a proctor, space, technology and time frame.
- Arriving on time for the proctoring appointment and completing the test on time, and calling the Library in advance if they cannot take the test as scheduled. The Library reserves the right to cancel any appointment if the student has not arrived within 10 minutes of the start time and has not given prior notice of a late arrival. No-shows or repeated cancellations may result in the denial of future proctoring appointments.
- Coming prepared with any necessary supplies to take the test, such as pencils, pens, paper, notes, textbooks, calculators, laptop and/or software.
- Providing a valid photo ID or library card for verification, as well as any other credentials required by the examining institution.
- Taking the test on the honor system. Proctors will not provide continuous supervision during the test.
- Paying any costs as required by the examining institution.

**The examining institution is responsible for:**

- Agreeing to the guidelines set forth in the Library's test proctoring policy.
- Communicating with the proctor as needed to ensure credibility and to verify testing requirements.
- Informing the student on any test guidelines, instructions or requirements.

I have read the guidelines above and agree to follow them.

\_\_\_\_\_

Signature of Student

\_\_\_\_\_

Date

\_\_\_\_\_

Staff Initials

(Attach any necessary notes)

*Approved October 28, 2021*