



Title: Proctor Policy	Policy Number: 211
Effective Date: August 28, 2018	Supersedes policy number or date: New Policy
Review Date:	August 2020

1. Purpose – To provide direction and guidelines of proctoring services.
2. Scope: This policy applies to Crown Point location only. Proctoring service not offered at Winfield location due to staff levels.
3. Definitions: none
4. Policy:

The Crown Point Community Library offers limited proctoring services, to Center and Winfield Township residents and Conlon Community Literacy Center (CCLC) students at the Crown Point location, subject to the availability of authorized staff and resources.

The library does not proctor examinations that require direct supervision of test takers.

No fee is charged for this service, but the student must assume any cost of printing, copying, and/or returning the examination to the institution.

The following conditions apply to all proctoring services rendered:

Responsibilities of the test taker:

- Verify that the testing institution accepts **all** library proctoring policies.
- Read and sign library’s proctoring policy on crownpointlibrary.org which is found under “About” and then “Policies” sections. This form is also available in paper format at any library service desk. Policy must be signed and submitted to the Reference Desk before scheduling an exam.
- Schedule an exam appointment at least 2 days in advance with the Head of Reference or other designated proctor. Advance notice is preferred and may be necessary for scheduling purposes. Exams must be taken during the proctor’s regular work hours. All examinations must be completed no later than 30 minutes prior to the library closing time.
- Call 219-306-4593 or email proctoring@crownpointlibrary.org to verify that the library has received the exam and any passwords prior to scheduled testing.
- Allow sufficient time to complete and return the exam before the deadline.
- Present appropriate photo ID to the proctor on exam day.
- Provide postage and addressed envelope, if needed.
- Arrange for storage of personal items not allowed during the examination. The library cannot be responsible for storing personal items.

Responsibilities of the library:

- Proctor exams in a written format or online via web-based applications.
- Check student identification and sign the required school supplied documentation.
- Serve as delivery and return point for mailed, e-mailed, and faxed examinations.
- Certify that the student has taken an exam according to instructions.
- Return the completed exam via email, fax, or United States Postal Service.
- Hold copies of exams as requested by testing institutions. Otherwise, exams will be discarded after one month.

The library is NOT able to:

- Provide a staff member to continuously monitor the exam.
- Time discrete portions of a test at specific intervals.
- Accommodate requests for unscheduled proctoring.
- Guarantee a completely quiet area or private room in which to take the exam.
- Guarantee that the original proctor will be present and available as scheduled. The library reserves the right to substitute a different proctor or have different proctors start and finish the exam.
- Assume responsibility for the examinations that are interrupted by the library emergencies, power failures, or computer hardware or software failures.
- Download or install software on library computers for test proctoring.
- Assume responsibility for undelivered exams, or inquire about overdue exams.
- Assume responsibility for completed exams not received by the testing institution.

Note: If it is determined that a proctoring request is unreasonable or its demands are too burdensome to administer, the library reserves the right to deny this service. Frequent cancellations or rescheduling of exams may end a student's proctoring privileges.

By signing below, I agree to the above policy for taking an examination proctored by a staff member of the Crown Point Community Library:

Signature

Date

FOR LIBRARY STAFF USE ONLY:

Student Name: _____

Student Email Contact: _____

Student Phone Contact: _____

Center or Winfield Township OR CCLC student status verified? Yes _____ No _____

Exam Date: _____ Exam Time: _____

Exam / Course Title: _____ School Name: _____

Allowed Exam Duration: _____ Allowed Materials: _____

Please fill out the following section on date of exam:

Photo ID Verified: Yes _____ No _____ Proctored by -- Staff Initials: _____

Approved by the Board of Trustees

President, Board of Trustees

Date

Adopted August 27, 2018