

## Test Proctoring

The Central Citizens' Library District provides proctoring services upon request. The proctoring service must be scheduled in advance, and the person taking the test must provide the library with a contact phone number. The appointment may be canceled due to library closure (i.e. closure due to weather, etc.)

The library will proctor both written and online exams. Online testing may be done via a library computer or the student's personal laptop. The library is not able to download software onto library computers for tests. The library cannot guarantee that technical problems will not occur when using the library's network or its computers. The student must make arrangements with the school to have written tests sent to the library.

Proctoring service is provided free of charge. The student is responsible for any printing, postage, and/or fax fees associated with the test. Exams will be mailed or faxed back to the school within 24 hours. The library is not responsible for US mail service delays and does not provide a receipt of mailing.

The person taking the test will be responsible for confirming that the test is sent to the library for the proctor appointment. The library will hold any test materials that are sent to the library for 2 weeks and then will discard or return if not picked up.

In all cases, the staff person proctoring an exam will verify identification of the student and exams will be conducted within immediate sight of the staff person assigned, but the proctoring staff person will also be assisting other library users and will not sit with the student and "watch" them. If a school requires a proctor to sit with the student while they take the test, the library will be unable to proctor that exam. Students should be mindful that the library is a public building, and a quiet, distraction-free environment is not guaranteed.