IDA GROVE PUBLIC LIBRARY
Proctor Policy

Policy

In support of lifelong learning and as a public service, the Ida Grove Public Library may provide test proctoring services during library hours. Proctoring services are based solely on the availability of personnel, facilities, and technology to do so. It is the responsibility of the student and the institution requesting the proctoring of a test to verify that the guidelines and conditions presented here are acceptable before scheduling a proctored exam.

Policy Statements

1. Individuals requesting proctoring services must make prior arrangements, at least one week in advance, with the library director and must show a picture ID before receiving the exam. All scheduled exams will be arranged to end no less than 30 minutes before the closing of the library.
2. Limited staffing prevents the library from continually monitoring the student during the test. The proctor will observe the student while performing other tasks and assisting other patrons. Proctoring will include issuing the exam, being aware the student is taking the exam, periodically observing the student, signing the proctor form, and mailing the completed exam. The Ida Grove Public Library will not proctor an exam for which constant supervision is required.
3. The proctor administering the test will be library staff on duty and not necessarily the person to whom the test is mailed. Additionally, the librarian who begins proctoring the exam may not be available when the exam is complete. The Ida Grove Public Library will not proctor an exam in which the signature of only one designated person is acceptable.
4. Library staff will not interpret test instructions for the student nor assist in any technical manner, other than entering passwords, etc., with an online test. Test takers are responsible for supplying all materials, including paper, pencils, calculators, and audio equipment such as headphones.
5. It is the student's responsibility to ensure that the computer resources and facilities are adequate and meet the testing requirements. Library staff cannot make changes to the public computer settings. The library does not allow the installation of any special software that may be needed to complete the exam on a library computer.
6. Completed examinations will be returned to the testing institution via the U.S. Postal Service in postage-paid envelopes provided by the student or the institution (FedEx, UPS, or other commercial carriers are not allowed.) The student is responsible for the cost of printing, photocopying, or faxing associated with the exam.
7. Copies of completed exams are not retained and the library is not responsible for a website or email malfunction, completed examinations that have gone astray due to postal delays, fax problems, etc.
8. Library staff will not sign any statement required by the educational institution inconsistent with library policy or with how the test was administered.
9. The library cannot provide proctoring for groups of students.
10. 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.