

PROCTORING

To meet the needs of individuals and colleges of higher learning, the Panora Public Library agrees to cooperate with area residents and students to support their long life learning goals by offering proctoring services. This service is based on the availability of personnel, facilities, and technology to do so. As such, the following responsibilities are set out.

Responsibilities of the Student

1. The student will ask the library staff member to proctor the exam
2. The student will be required to arrange for the exam and instructions to be sent to the library
3. The student is responsible for making arrangements to take the exam including call the library to make sure the test has arrived and scheduling a time to take the exam. The student will schedule the exam to end no less than 15 minutes before the closing of the library.
4. The student is responsible for ensuring that the computer resources in the library are adequate for the test taking requirements.
5. The student will a valid driver's license or a photo ID for verification of identity or the test cannot to be protected
6. The student will arrive prepared with the necessary or required supplies to take the exam
7. The finished exam will be handled with other library material.

Responsibilities of the Library

1. A library staff member on duty will proctor the exam
2. The proctor will observe the student while the proctor is performing other library tasks and assisting other patrons. Proctoring at the library will include issuing the exam, being aware the student is taking the exam.
3. It is possible that the librarian who begins proctoring the exam may no longer be on the duty when the exam is complete.
4. Library staff will not make changes to our public computer settings.
5. Library staff may refuse to proctor any exam.
6. The library is not responsible if the web site or email is not working.
7. The library cannot proctor for groups of students
8. The library is not responsible for completed exams that have gone astray in the postal system
9. The library does not keep copies of completed exams

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