

Joseph T. Simpson Public Library
Test Proctoring Policy
Adopted June 8, 2021

Purpose

Long-distance learning programs and some professors/instructors provide opportunities for independent study on the condition that exams are proctored by an outside agency. Although the Joseph T. Simpson Public Library is not a test center, the library provides this service for a nominal fee to meet the needs of our community.

The proctor will be the reference librarian on duty at the time of exam (not necessarily the librarian to whom the examination was directed). The library reserves the right to cancel the test for reasons such as bad weather closings.

Scheduling an exam

All exams must be scheduled at least 24 hours in advance. Walk-in's may be accommodated at the Reference Librarian's discretion based on availability of time and space.

Exams can be proctored during library operating hours. The earliest start time is 15 minutes after opening. No exams may begin in the last open hour of the day. Exams must be completed at least 30 minutes before closing.

The library reserves the right to deny this service if the exam requirements are too burdensome to administer.

Computers

Test takers are encouraged to bring their own laptop for online tests.

There is a library computer that may be used for test taking. Students must reserve the computer in advance of the exam with the Reference Librarian. It is the student's responsibility to ensure that it is adequate for their test taking requirements.

If using the library computer, tests **must not** require the installation of additional software or changes to user or security settings.

The library and the library staff are not responsible for difficulties arising from library computers, connectivity, or from the internet.

Please note that we are unable to print from our wireless network as there is no printer connected to that network.

Requirements

- The student must show photo ID prior to starting the test.
- If the completed exam must be returned to the institution, then either the student or the examining institution must provide a return envelope and required postage.
- The student must bring any supplies—pens, pencils, paper, etc.— allowed but not provided by the institution.

Fees

Proctoring fees are as follows:

- \$15 per day, regardless of the number of tests taken on a single day.

All fees are payable in advance or just prior to taking the exam. The library accepts:

- Cash (no bills larger than \$20)
- Credit cards (Visa, MasterCard, or Discover)
- Personal checks (Pennsylvania residents only, name and current address must be printed on check)
 - Make checks payable to the Joseph T. Simpson Public Library
 - Checks returned for insufficient funds will be charged a \$30 administrative fee in addition to the fee charged by the library's bank.

For institutions that provide a proctoring stipend, the library will invoice the institution.

Instructions

Exams should be sent to:

Joseph T. Simpson Public Library
Reference Librarian
16 North Walnut Street
Mechanicsburg, PA 17055-3362

Phone: 717-766-0171

Fax: 717-766-0152

Email: simpson@cumberlandcountylibraries.org

Please see the Reference Librarian or call the library to schedule a proctoring appointment.

The library will:

- Receive tests for students.
- Provide a certified librarian to set up the exam.
- Sign the appropriate paperwork.
- Make the student aware of any specific institutional guidelines (no notes, no open books, calculator or computer permitted, etc.).
 - Send the completed examination back to the institution with postage paid by the institution or by the student.
 - Fax or scan completed exams to the institution as needed.
- If needed by the testing institution, the library will provide a letter on library letterhead listing the names of the reference librarians and stating that each librarian has a Master's Degree in Library Science.

The library cannot:

- Provide a librarian to monitor the test taking, one-on-one.
- Provide direct in-room supervision during the exam.
- Guarantee quiet conditions for test-taking.
- Explain exam questions or provide any assistance during the exam.
- Provide proctoring for large groups of students.
- Arrange for courier or delivery pickup of completed exams.
- Hold tests beyond 60 days of their expiration dates.
 - If the test has not been taken by that time, it will be discarded.
- Provide a resume or other personal information such as social security number, driver's license number, or personal phone numbers of test proctors.
- Guarantee that the correct material has been received by the library.
- Guarantee that completed exams will be received by the institution by a specific date.
- Provide postage or supplies for returning exams to the institution.
- Provide technical support for online tests.
- Provide an exam on the public internet computers.

The student will:

- Arrange the exam with his or her instructor or institution.
 - Get the proctor approved by the instructor or institution.
 - Ensure that the institution has provided all of the necessary materials and information to give the exam (e.g. test booklet, instructions, online password, etc.) to the Proctor
- Schedule the date and time of the exam with the Reference Librarian.
- Give the reference staff at least 24 hours notice if they must reschedule an exam.
- Contact the library to verify receipt of the examination.
- Allow sufficient time to take the examination before the deadline that has been established by the institution or association.
- Come prepared with the necessary or required supplies to take the examination.
- Provide postage and envelope if the institution has not enclosed a return, postpaid envelope.
- Allow 7-10 days for normal U.S. Postal Service delivery or make other prepaid delivery arrangements to return the completed exam to their institution.
- In the event of inclement weather, call the library to determine whether or not the library is open or if it is opening late or closing early.

If there are further questions, please contact the Reference Department by email at simpson@cumberlandcountylibraries.org or by phone at 717-766-0171.