Test/Exam Proctoring Policy

Test proctoring is available at the Edith B. Siegrist Vermillion Public Library during normal operating hours. Scheduling is based on the availability of staff, facilities, and technology.

Send questions and test material to:

Vermillion Public Library	Phone: 605-677-7060
Attention: Test Proctoring	Fax: 605-677-7160
18 Church St	Email:
Vermillion, SD 57069	wendy.nilson@vermillionpubliclibrary.org

Student Responsibilities:
1. Verify your institution accepts all library proctoring requirements.
2. The student must contact the library to arrange a time and date for the test. Fill out the **PROCTORING REQUEST FORM** at least three (3) days before the desired test date.
3. Arrange for your institution to send any necessary materials and information to the library such as: the exam, instructions, instructor contact information, URL or links to website, passwords for tests.
4. The student is responsible for verifying that the test has arrived. If it has not, the student is responsible for following up with the institution.
5. The institution or test taker will provide a return envelope and postage, if required.
6. Test takers are responsible for arriving at the scheduled time. Failure to do so may mean that the room or staff are no longer available to proctor the test.
7. Students are responsible for ensuring that computers have the correct software/hardware needed to complete the exam.
8. Any costs incurred by the library for printing, mailing, faxing, receiving or sending may be charged to the student.
9. On the day of the exam:
    a. Please arrive before your scheduled start time. If you need additional setup time, include that when scheduling your exam.
    b. Check at the circulation desk to notify staff that you are here for a scheduled proctored exam.
    c. Please do not bring items restricted by your institution to your test. You will not be allowed these items in the testing space and the library will not be held responsible for the items during your test.
10. All testing must be completed 15-minutes before closing.

Library Responsibilities:
11. Any library staff member available at the time the student arrives must be acceptable as the proctor.
12. The student must not require direct supervision while taking the test. Students will not be continuously monitored but will be checked on periodically.
13. Depending upon the activity in the library, a study room may or may not be available and noise levels will vary.

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14. The library will submit any required materials to the contact information provided by your institution. In the case of a written exam, staff will hand out the test and collect it when completed, then return the test to your institution as per their instructions. Mailed tests will be returned to the school in the next mail pickup once the envelope and postage are provided.
15. Tests will be monitored in accordance with time restraints and rules set forth in the examination materials.
16. The Library will hold tests for a limited period. It is the student's responsibility to confirm receipt by their institution.
17. Library staff will not sign any statement required by your institution that is outside library policy or procedure or is more than library staff have been able to do.
18. The library will not be responsible for any delays, problems or technical issues.

While test proctoring is available to all library users, the library reserves the right to limit or deny this service. If these conditions are acceptable to both the student and the school, we will be happy to proctor the exam.

Submitting a Proctoring Request Form constitutes acceptance of these conditions.

Proctoring Request Form

Name:_____

Telephone #:_____

Email:_____

Institution Name:_____

Preferred Exam Date:_____

Preferred Start Time:_____

Length of the Exam:_____

Format of the exam:　　☐Written　　　☐Online　　☐Other:_____

How will the library receive the exam?　　☐Email　　☐Mailed　　☐Website access

What will the exam require?

☐Personal Computer　　☐Library Computer　　☐Other:_____

Additional Information:

For Library Use - Date Received:_____