**Exam Proctoring Policy  
Vandergrift Public Library**

For students whose schools require remote study, the Vandergrift Public Library provides examination proctoring services for written and online examinations as a service to the community. Proctoring is subject to staff availability and the requirements of the school. Please read through the following guidelines and return the form to us. A librarian will coordinate with you to schedule your exam.

1. Schedule your exam in advance. Proctoring services will be scheduled by appointment only during regular library hours and will be subject to the availability of authorized staff, space and necessary equipment. Appointments must be scheduled no less than 7 days before the desired test date. Regular library activities will take precedence over proctoring services. Examinations must be scheduled so that students have sufficient time to complete all examination requirements and at least one hour before the Library closes so that staff has enough time to complete their portion of the proctoring requirements.

***Examination Administration***

The student is responsible for having examinations and instructions sent to the Library and to confirm that they have arrived at the Library. On the day of the examination, the student must show their current photo I.D. Library staff will not grade examinations. Other arrangements will need to be made if this is a requirement of the testing institution. Library staff will enforce any time limits that are placed on the examination. Examinations may be cancelled or postponed if the testing materials are not received in time, require clarification, incur any expense, or otherwise exceed the Library’s ability to comply with the institution’s requirements. Please allow sufficient time to take the examination before the deadline that has been established by your school.

* I request an appointment for an exam at the following date and time:

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1. If your school requires a specific librarian to register as the primary proctor, check to see if they permit another librarian to proctor in case of a scheduling problem

* My school allows any available librarian to proctor my exam
* My school requires a specific librarian to proctor my exam
* My school will not accept a substitute. In this case, please call the morning of the exam to ensure that the designated librarian will be present.

1. A librarian will sign you in and out, fill out the necessary paperwork, and return your exam by mail or fax (subject to fees). We cannot, however, personally monitor you for the entire duration of the exam. Proctors will enforce any time limits that are placed on the exams, as well as other rules set forth in the examination materials. The use of cell phones or visiting with others is prohibited. Any perceived violation of the posted rules for the exam will be reported to the educational institution. Please check to see if these conditions are acceptable to your school.

***Faxing and Printing Fees***

The Library provides faxing and printing services for proctoring. Faxing fees are $0.50 per page and printing fees are .25 per black/white page; .50 per color page and are the responsibility of the student. Fees for printing, faxing and/or postage must be paid at the time the examination is taken and are nonrefundable. Cash or check only accepted.

* I have verified with my school that these conditions are acceptable.
* I agree to pay any expenses if necessary.

1. If you take your exam online, be aware that our public computers are in an open room. As an alternative, you are welcome to bring your own. Wireless internet access is available throughout the building. We strongly advise testing your laptop’s wireless connection in the library *before* you take your exam. Please note: You will not be able to print over wireless connection.

* I will need access to a computer for my exam and understand that there may be other patrons using the nearby computers and/or the reading room.
* I will bring and use my own laptop to take my exam.
* I will be responsible for testing my laptop with the library’s wireless network *before* my exam date.
* I understand that I cannot print over a wireless connection.

1. Please make the librarian aware of any prior conditions or needs prior to taking the test. Students must know how to use the computer. Staff cannot provide computer training for taking the examination. It is the student’s responsibility to know the testing institution’s web address and how to login. Student must arrange for passwords to be delivered to the Library prior to testing time.

* I am aware that the library is a public place and generally quiet, but we can make no guarantees about the atmosphere on a given day.
* I understand that I am responsible for knowing how to access my exam and proceed with the test.

The Vandergrift Public Library will not be responsible for any delayed tests, nor for any completed tests once they leave the library’s possession and have been mailed back to the educational institution.

The library will not be responsible for tests that are interrupted by Library emergencies, inclement weather closures, power failures, or computer hardware or software failures.

Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Email\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

School\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Today’s date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please submit this form once completed so we can contact you to schedule your exam. You may submit in person at the circulation desk, by email at: [vandergriftpubliclibrary@comcast.net](mailto:vandergriftpubliclibrary@comcast.net) or by fax: 724-568-3862.

Staff person taking the application\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_

Staff proctoring the test\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

9/2017