Request for Test Proctoring

Policy

The Monroe County Public Library (MCPL) offers test-proctoring for distance learning students taking online and written tests.

Students requesting test proctoring are responsible for meeting the requirements of both the educational institutions and the library.

Librarians are available for proctoring during library public service hours. The Library will only proctor tests received from the educational institution via mail or e-mail or website.

The Library provides staff to oversee the test and a location in which to take the test, but does not provide equipment, tools, or supplies for tests, e.g., computers or calculators, or technical support for student's equipment, e.g., laptop computers.

The Library charges a fee for proctoring tests. The fee is set annually by the Board of Trustees.

Guidelines

Student Responsibilities

Read the complete guidelines to verify that the Library's requirements are acceptable to the educational institution before having the test sent to the Library.

Complete MCPL's online form (linked at the bottom of this page) with the student's contact information and details about the course. This form is sent to the Indiana Room. Staff will contact you within 2-3 days in order to arrange for a proctor to be assigned. Some schools will require the student to bring in a form for the proctor to sign. Those forms can be processed by Indiana Room staff after a proctor has been assigned.

Contact the Indiana Room (812) 349-3080 to confirm that the written test has arrived and to make final arrangements for taking the test. If the test is online, the student is responsible for making sure the librarian serving as proctor has received emails regarding the log-in instructions and passwords, etc.

Pay for the proctoring service and any additional fees (e.g. printing, postage) on the day of the test with exact cash only. The fee is $30.00 per test.

Library Requirements

Proctoring is provided in the Indiana Room, by appointment only. A minimum of one week advance notice is required.

The Library will only proctor tests received from the educational institution via mail or e-mail or website. Librarians cannot proctor tests brought in by students.

Tests sent via fax machines will not be accepted, nor will tests be returned via fax. Library staff cannot scan tests. Costs for printing will be charged at the current per-page rate.

Library Staff Responsibilities
Several certified librarians are available for proctoring during scheduled public service hours in the Indiana Room. The Library reserves the right to cancel the test for reasons such as bad weather closings or staffing changes.

The Library makes every effort to provide a quiet location but cannot always ensure a quiet environment, nor can it ensure that the student will be under complete observation during the entire test. Librarians will closely follow the instructions for a closed book test.

The Library will mail a written test back in a postage-paid envelope following the test.

In the event that the student fails to take the test and the deadline has passed, the Library reserves the right to either mail the test back to the institution, if postage is provided, or shred the test. Instructions and contact information will be discarded.

Check this box to indicate that you have read the Policy and Guidelines: *

Check here and go to the next page (the form)

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Updated June 25, 2012

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- [2]
- [3]

Links:
[1] http://mcpl.info/print/printpdf/indiana/request-test-proctoring
[2] http://mcpl.info/printmail/printpdf/indiana/request-test-proctoring
[3] http://mcpl.info/printpdf/printpdf/indiana/request-test-proctoring