

## Test Proctoring Policy

As a public service, librarians at the Dobbs Ferry Public Library are available to proctor exams for students. The following conditions apply:

### Fees

There is no fee for residents of Dobbs Ferry. Non-residents will be charged a fee of \$25 per test.

### Scheduling an exam:

- Advance notice of 1 week is required. There will be no drop-in test proctoring.
- Students who need a test proctored should direct the testing institution to contact the Reference Department at 914-231-3055 after checking our posted policy to see if it meets their needs. All telephone inquiries must be followed by a written request via a printable form available on our website and proctor agreement including all restrictions and requirements.
- Tests can be proctored during the library's operating hours Monday—Saturday depending on staff availability. Please be aware that staffing is often limited after 5 pm on weekdays and on Saturdays.
- Students are responsible for arranging for the exam to be delivered to the library and determining that it has actually arrived.
- Students must provide all supplies for taking the exam: pens/pencils, paper, calculators, etc.
- Exams canceled or postponed due to illness, weather or other unforeseen circumstances will be rescheduled as staffing allows.

### Supervision

- Proctor will check photo ID and make sure it matches name given for exam.
- Nature of the exam must be clearly stated: open book, closed book, online, written.
- Items allowed/prohibited in the test must be clearly stated: calculator, student's laptop, cell phone etc.
- The proctor will hand the student the exam, time the exam, use an institution-supplied password to log the test taker into an online exam, and collect the exam from the student at the appointed time.
- Every effort will be made to provide a secure location for the exam; however, we are a busy library and cannot guarantee that students will be under constant supervision during the test. Students will be checked periodically.
- The proctor will not sign a proctoring statement that attests to more than they are able to do. The proctor will not enter his/her personal information (Social Security #, driver's license, home phone/address) on the proctoring materials.
- A contact # or email must be provided for the issuing institution in case any problems need to be resolved.

### Facilities

- Whenever possible, an enclosed study area will be made available to test takers; however, there may be times when only open areas of the library are available.
- For online exams, the library will make a public computer available to the student. With advance notice, time limits over 1 hour can be arranged so that the exam is not interrupted.
- It is the student's responsibility to ensure that library computers are adequate for their test taking requirements.
- The library cannot proctor online exams that require the installation of special software or the modification of existing computer settings. If the test taker uses a personal laptop, the library provides wireless access.
- Library staff will not advise or assist in configuring personal laptops or software.

#### Returning the Exam

- The library will not pay for postage or other shipping charges. If library staff is required to mail completed exam back to the testing institution the student or testing institution must provide the envelope or package as well as postage or tracking # if such is required. If the testing institution allows return via fax, that information should be included in the original instruction packet sent to the library. The library cannot assume responsibility for completed tests not received by the testing institution. The student must contact the institution to determine if the completed test was received.
- The library will scan completed print exams and email them as attachments. The library will fax completed exams if requested.
- Copies of the exam are retained for 30 days after the exam is taken. Exams not completed by the student within 30 days will be shredded or returned to the testing institution if such return is requested.

Approved by Dobbs Ferry Public Library Board of Trustees: Mar 20, 2024