

**GLOUCESTER COUNTY LIBRARY SYSTEM
PROCTORING POLICY**

ARTICLE 1	OVERVIEW AND PURPOSE	ADOPTED: 10/25/2017
		REVISED:

POLICY

As an integral part of the Gloucester County Library System's (GCLS) commitment to lifelong learning, the Library offers proctoring services for written and online examinations to students engaged in distance learning. There is no charge for these services, and they are available whenever the Library is open. All librarians can serve as proctors, regardless of which staff member made the initial arrangements. Proctoring services will be provided by librarians as scheduling allows. Any branch can serve as a proctoring location, if a librarian is available at that branch. Students do not have to be GCLS cardholders or Gloucester County residents to use the proctoring service.

This proctoring policy will be reviewed on a regular basis.

**GLOUCESTER COUNTY LIBRARY SYSTEM
PROCTORING POLICY**

ARTICLE 2	RESPONSIBILITY OF THE TEST TAKER	ADOPTED: 10/25/2017
		REVISED:

POLICY

- It is the student's responsibility to schedule the exam at least one week in advance by contacting library staff, and come prepared with the necessary supplies. When scheduling, they should keep in mind GCLS hours, noting the difference between summer and winter hours. Adequate time must be allowed for completion of the test at least 30 minutes prior to closing.
- It is the student's responsibility to coordinate the transfer of the exam from the testing institution to the Library and to verify that the exam has been received by the Library prior to the test date.
- If a written test, the student must verify receipt of the exam by the library prior to the test date. If an online test is to be given, the student must ensure the school knows the email address to use for tests or passwords: proctoring@gcls.org. All GCLS librarians have access to this email.
- If an online test is to be given, the student must verify that the necessary hardware and software are available at the Library's public computer workstations. No special software can be installed to allow for the test.
- The student must present a current picture ID at the time of the exam. The name on the identification must match the name on the testing materials.
- The test taker must abide by any restrictions placed on the exam by the educational institution. Any observed violation of these restrictions or cheating will be reported to the educational institution.
- If the exam is to be mailed back to the school, the student will provide a postage paid, addressed envelope for this purpose. All mailed completed tests will also be scanned and emailed to the educational institution by library staff. An email address for this purpose must also be provided.
- If photocopying, printing or faxing is necessary, the student is responsible for the cost of doing so at the posted rate.

**GLOUCESTER COUNTY LIBRARY SYSTEM
PROCTORING POLICY**

ARTICLE 3	RESPONSIBILITY OF THE PROCTOR	ADOPTED: 10/25/2017
		REVISED:

POLICY

- Prior to administering the exam, the proctor will read and follow all instructions from the testing institution.
- If a written test is received prior to the test date, the test will be filed in a secure staff area until the day of the test.
- The proctor will verify the identity of the student at the time of the test through a valid photo ID.
- The proctor will attempt to provide a quiet area for taking the test, but can not guarantee that such an area will be available.
- The proctor will monitor the student periodically, but not continuously.
- The proctor will enforce the time limit for the exam, as well as any other rules the educational institution imposes.
- Proctors will complete appropriate documentation forms provided by the issuing institution. Proctors will not sign a form that attests to more than they are able to do, for example, continuous monitoring of the student.
- Librarians serving as proctors will not provide his/her personal information (driver's license number, or any other personal identifying number or personal address, etc.) to the educational institution.
- The Library will not proctor exams that students bring in themselves.
- The Library will not be liable for any costs or fees associated with an exam, including mailing costs.
- GCLS will hold uncompleted test papers until the school's deadline, at which point they will be shredded.
- If requested by the school, GCLS will hold completed written tests for the time requested before destroying.
- When the institution requests that the completed test be physically mailed back to them, GCLS will also scan and email the completed test to ensure receipt by the school. Tests to be mailed will be placed in the library's outgoing mail bin for pickup on the next business day.
- The Library will not be responsible for any completed tests once they leave the library's possession and have been mailed back to the educational institution, nor

**GLOUCESTER COUNTY LIBRARY SYSTEM
PROCTORING POLICY**

for any delay in receipt of completed tests by the educational institution. The student must contact the institution to determine if the completed test was received.

- The Library reserves the right to cancel/re-schedule testing dates due to inclement weather, computer issues, etc.
- The Library will not be responsible for tests that are interrupted by Library emergencies, power failures, or computer hardware or software failures.