

## **FORT BEND COUNTY LIBRARIES**

# **PROCTORING POLICY**

Fort Bend County Libraries offers test proctoring to the public at no charge, by appointment only. While staff may proctor several tests for an individual during the year, each test must be scheduled individually. Library staff may not be able to meet all requests for proctoring dates and times, and no guarantee or promise is either given or implied. Fort Bend County Libraries reserves the right to deny any request that does not meet the requirements stated in this policy or that interferes with the day-to-day operations of the library. Tests not taken by the expiration date will be returned to the institution if a postage paid envelope is provided; otherwise, they will be shredded. Any extension for taking the test after the expiration date must be granted by the institution, not by the library. Library staff must receive official notification that an extension has been granted.

The library will proctor written, electronic, open-book or closed-book tests. It is the student's responsibility to assure that tests are delivered to the library. Students must call at least one week in advance to schedule the date and time of the test, and must allow sufficient time for the test to be mailed back to the institution before the deadline. Students are responsible for supplying all materials necessary to complete the test, including pens and pencils, and they are responsible for any charges or fees incidental to completing the test. These materials/fees may include, but are not limited to, postage, envelopes, sending or receiving facsimiles, and/or printing costs. All tests must be completed 30 minutes before the library closes. The library staff will not extend library hours for a student who has not completed testing. The use of cell phones or visiting with other patrons while a test is being proctored will not be permitted. Young children may not be left unattended in the library while a student completes a test. Library staff will not assume responsibility for young students who are having a test proctored. A picture ID must be presented prior to taking all tests. Some institutions may require a photocopy of the ID.

Students will have a 15-minute grace period after a scheduled appointment, to arrive at the library and take the test. After that grace period, study rooms and computers will be released to other patrons. Individuals who repeatedly miss appointments for testing may lose their use of the library's proctoring service. Unless requested and agreed to in advance, the librarian who proctors the test will be the librarian on duty—not necessarily the librarian who scheduled the appointment. Proctors will not monitor a student continuously during a test, but will check periodically to assure requirements are met.

Library staff will not copy tests for students, nor will the staff grade or review tests. All proctored tests in electronic format must be taken on the library's computers. Staff will not proctor an exam taken on a personal laptop. Fort Bend County Libraries will not allow the installation of any software that may be needed to complete tests on a library computer. It is the student's responsibility to ensure that test-taking requirements can be met on the library's computers as the computers are currently configured. The library will not be responsible for completed tests after they are mailed or otherwise submitted back to the institution.