

## PROCTORING POLICY

The Jackson Parish Library offers test proctoring for distance learning and online students taking written and/or online tests. Proctoring is provided by appointment only, and a seventy-two (72) hour advance notice is required. Students must make arrangements in person by filling out the Test Proctoring Form. Tests received without advance notice will be returned to the institution. Students requesting test proctoring services are responsible for meeting the educational institution's as well as the Library's requirements. Students must verify that the proctoring conditions provided by the library meet all requirements of the institution administering the test.

Library staff members are available for proctoring during library public service hours. Students should allow adequate time for completion of the test regarding library hours. The Library will only proctor tests received from the educational institution via mail, fax, email, or website. The Library reserves the right to cancel the test for any reason.

The Library provides staff to oversee the test, a location in which to take the test, and if necessary, a public access computer. The library will not provide peripheral materials such as scratch paper, writing implements, calculators, etc. Please note that testing locations may not be private and/or quiet. This is especially the case when doing tests online at a public computer. While the student will be monitored, JPL staff cannot ensure that the student will be under complete observation during the entire test.

The Library expects students to pay any fees incurred due to the printing of testing materials, return postage, or faxing tests to or from the institution. Printing fees are twenty-five cents per page. Charges to fax tests are \$1.00 per page. Faxes sent to the Library will incur a \$1.00 per page charge. There is no charge for proctor instruction pages and/or proctor verification forms. The Library is not responsible for the lengths of tests due to printing. All charges must be paid before the test is administered. JPL cannot scan written tests and deliver them via email. Once the test has been scheduled, it is the student's responsibility to confirm that all testing materials have arrived to the test proctor. The number for the Jonesboro Branch is 318-259-5697 and the Chatham Branch is 318-249-2980. Students should always speak with their assigned proctor to ensure smooth and correct testing procedures.

The Library reserves the right to refuse to proctor any test if the requirements exceed staff or facility capabilities. Staff will not sign a proctoring verification form that attests to more than the staff is able to do during the testing process. Staff will not provide a resume or documentation of educational or professional background to the examining institution. The student will be required to present a picture I.D. before taking the exam.

The Library and staff are not responsible for difficulties arising from library computers, Internet connectivity, or online and/or the institution's testing software.

In the event that the student fails to take the test and the deadline has passed, JPL reserves the right to either mail the test back to the institution, if postage is provided, or shred the test. Students should contact their proctor immediately if they cannot make their scheduled test and either schedule another time to take the test or provide instructions to their proctor for the test's return to the institution.

## PROCTORING FORM

Please print or Type. \*Required information

Prior to filling out this form, carefully read the Library's Proctoring Policy and check with your educational institution to make sure that all of the testing requirements can be met by the Jackson Parish Library. Requests must be made seventy-two (72) hours in advance.

\*Student Name: \_\_\_\_\_

\*Address: \_\_\_\_\_  
\_\_\_\_\_

\*Phone #: \_\_\_\_\_ Alternate Phone #: \_\_\_\_\_

\*Email address: \_\_\_\_\_

\*Institution Name: \_\_\_\_\_

\*Institution Contact: \_\_\_\_\_

\*Institution Contact Information: \_\_\_\_\_

\*Course Name & #: \_\_\_\_\_

Type of Test: \_\_\_\_\_ Paper \_\_\_\_\_ Online \_\_\_\_\_ Unsure

\*Test dates and times requested: \_\_\_\_\_  
\_\_\_\_\_

I have reviewed and agree to the Jackson Parish Library's Test Proctoring Policy.

- I agree to pay all test-related expenses (printing, faxing, etc.) incurred.
- I understand that although the library staff will do its best to meet my scheduling needs, the library staff will make the final date and time decisions regarding the test schedule.
- I will arrive for the test at the scheduled time and date. If I do not arrive at the scheduled time, it will be my responsibility to contact the proctor to request another date and time.
- I understand that a library staff member is obligated to follow the instructions and time limits of the examining institution.
- I agree to follow all instructions of the library staff member regarding the test.
- I will provide my own supplies for taking the test, eg., scratch paper, calculator, pens, pencils, etc.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**To Be Completed By Library Staff**

Staff member to proctor: \_\_\_\_\_

Scheduled Date & Time: \_\_\_\_\_

Date Test/Password Received From Institution: \_\_\_\_\_

Date & Time Completed and/or Returned to Institution: \_\_\_\_\_

Expenses Incurred:

Copies (.15 per page): \_\_\_\_\_

Faxing (\$1.00 per page): \_\_\_\_\_

Postage: \_\_\_\_\_

Total Charges: \_\_\_\_\_

Paid in Full (staff initials): \_\_\_\_\_