

K. Acknowledgment of Douglas Library of Hebron's Proctoring Policy

The Douglas Library of Hebron supports the goal of lifelong learning. Distance learning and correspondence courses are a convenient way for individuals to continue their education locally and in a cost-effective way. To support this endeavor the library will offer proctoring services with the following guidelines:

- A. **Fees:** The cost of proctoring service is \$25 per hour. Payment will be accepted in cash or checks only. The maximum charge per test session will be \$75. Test sessions may not exceed 4 hours.
- B. **Scheduling Examinations:** Tests may be proctored Monday through Friday during the library's normal operating hours. Advanced notice of one week is required. We cannot provide drop-in proctoring services.
 - a. To schedule the proctoring please call the Head of Circulation at (860)228-9312 x310.
 - b. The exam taker will be asked to sign an 'Acknowledgment of the Douglas Library of Hebron's Proctoring Policy' form.

Guidelines/Responsibility of Library

- 1. The Library will accept emailed, mailed, or faxed exams to the library.
- 2. The Library will provide a quiet space for exam takers.
- 3. Proctors may be working on other tasks while student takes the exam.
- 4. Proctors will enforce any given time limits that are placed on the exam, as well as other rules that are set forth in the examination materials.
- 5. The Library will return completed tests as directed by the examining institution.
- 6. The Library shall not be responsible for any exam once it leaves the library.
- 7. The Library will not keep copies of completed exams.
- 8. The Library reserves the right to deny this service, if it is determined that the proctoring request is unreasonable or places an undue burden on the Library's facilities or staff.

Responsibility of Exam Taker

- 1. The student will schedule the exam, at least one week in advance.
- 2. The student will arrange for the examining institution to send the exam to the library at least 48 hours before the scheduled test.
- 3. The student is responsible for ensuring that the computer resources at the library are adequate and available for taking the test.
- 4. The student will arrive prepared with the necessary or required supplies to take the exam. These supplies will be made available for approval by the proctor if required.
- 5. The student will provide proper identification.
- 6. The use of cell phones or visiting with others is prohibited during the test session.
- 7. The student is responsible for the return postage and envelope for any exam which does not include a self-addressed stamped envelope. Further, if it is required to fax the test to the institution the student will be responsible for that cost.
- 8. The finished exam will be handled with other library mail including electronically. Every effort will be made to meet mailing deadlines.
- 9. Exam takers are responsible to pay for the costs of faxing and copying if such activities are required. They will pay the same rates as the public for these services.

Responsibility of Examining Institution

- 1. Prior contact between the examining institution and the proctor is required so that credibility and testing requirements can be verified.
- 2. The examining institution is responsible for informing the test taker of any exam guidelines, instructions, and any pre-exam requirements.

I acknowledge by my signature that I have read, understand, and agree to all terms and conditions of the Douglas Library of Hebron Proctoring Policy. Further, I understand that exam proctoring is contingent on my adherence to these policies and guidelines. I understand that the Douglas Library of Hebron may refuse to proctor my test if the responsibilities of myself or the examining institution written above are not met.

Name: _____

Signature: _____

Date: _____

Staff Initials _____