

SPRING TOWNSHIP LIBRARY ASSOCIATION

Exam Proctoring Policy

I. General Policy

Long-distance learning programs and some professions provide opportunities for independent study on the condition that exams are proctored. In response to this need, the Library may administer examinations in our role of supporting life-long learning. It is the responsibility of the student and the institution requesting the proctoring of a test, to verify that the guidelines and conditions presented here are acceptable to the institution giving the test, before having the exam sent to the Spring Township Library or West Lawn/Wyomissing Hills Library.

Library staff will not sign any statement required by the educational institution inconsistent with our policy or with how the test was administered. If a proctoring exam has been scheduled, but no staff is available to administer it, the appointment will be cancelled or re-scheduled.

II. Eligibility

This service is available to all Library users.

III. Charges and Costs

The Library does charge a \$20 fee for providing proctoring services. The student is responsible for any incidental costs, such as postage to mail back the exam (at US Postal Service rates) or the current rate charged for faxing the exam from the Library. Payment of costs is due prior to the time of the examination.

IV. Administration

Depending on the time and availability of staff, Library staff may administer either written or online exams.

- An individual needing exam proctoring must first register with staff.
- A valid Driver's License or photo ID must be submitted to staff for verification of identity or the test cannot be proctored.
- Exams must be scheduled with at least 24 hours notice.
- Exams left in the care of the Library for over one month will be discarded.
- Library staff cannot interpret test instructions for the student nor assist in any technical manner with an online test.
- The Library retains the absolute right to decline providing proctoring services.
- Neither the Library nor the proctor shall have any liability arising out of the rendering of the proctoring services.