

## **Baxter County Library**

### **PROCTORING EXAMS**

As part of its mission to support lifelong learning Baxter County Library provides proctoring services for students enrolled in distance education courses and testing required for career advancement. No fee is charged for the service, but proctoring must be scheduled at times convenient to Library staff, and students must be responsible for all supplies and postage costs. The Library will provide monitoring but cannot provide one-on-one proctoring or continuous, uninterrupted monitoring of exams. Due to reduced staff and heavy use, proctoring will not be scheduled on weekends. All proctoring must be completed no later than 30 minutes before the Library closes. The Library will make every attempt to meet the needs of the student, but proctoring may be cancelled if the Library is closed due to inclement weather or other emergencies, including computer malfunctions or severe staffing shortages.

The Reference Librarian is the contact to schedule proctoring an exam; although other staff members may be involved in proctoring, and the Library cannot guarantee that the same staff member will be available during the entire test period. Students are responsible for determining whether the Library's level of supervision matches the requirements of his or her institution. Exam proctoring must be scheduled a minimum of one week in advance and is subject to the availability of staff and appropriate space.

Photo identification, such as a driver's license or school ID card, must be presented at the time that the exam is taken and must match the name on the exam materials.

Paper exams must be mailed to the attention of the Reference Librarian and should arrive no earlier than a week before the exam will be taken. It is the student's responsibility to ensure that the exam has arrived in time. The student is responsible for providing all supplies and postage.

Online exams may require special login information. It is the student's responsibility to ensure that this information has been provided to the proctor prior to the scheduled exam time.