

Alexandria-Monroe Public Library Exam Proctoring Policy

The Alexandria-Monroe Public Library provides exam proctoring in accordance with the following policy:

As part of its mission to support lifelong learning the Alexandria-Monroe Public Library provides proctoring services for students enrolled in distance education courses and for testing required for career advancement. Exams may be on paper or online. The library will provide monitoring but cannot provide one-on-one proctoring or continuous, uninterrupted monitoring of exams. Library staff will conduct the proctoring. Several 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.

SCHEDULING

The library does not proctor on a walk in basis; exam proctoring must be scheduled in advance with the library director and is subject to the availability of staff and appropriate space. Students who miss scheduled exam appointments without prior notice will be denied proctoring. Proctoring is available during regular library hours, Monday through Saturday. All proctoring must be completed no later than 30 minutes prior to library closing. 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.

RECEIVING TESTING MATERIALS

Exams must be mailed to the attention of the library director and should arrive no earlier than a month before the exam will be taken. Faxed or e-mailed exams cannot be accepted. Exams that have been left for more than 45 days will be discarded. It is the student's responsibility to ensure that the exam has arrived in time. The student is responsible for providing all supplies which are not provided by the educational institution. The library cannot provide these items. 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.

RETURN DELIVERY OF MATERIALS

The school or the student is responsible for providing a properly addressed envelope with sufficient postage for returning the exam to the school. Standard charges apply for photocopying and/or faxing of materials. The library is unable to provide overnight delivery service. Testing materials will be handled in the same manner as all other library mail. Staff is not able to make special trips to the post office or arrange for pickup by delivery or mailing services. The library assumes no responsibility for completed exams that are not received by the educational institution.