

## **Proctoring Policy**

Approved by the Library Board of Control, June 2013

### **Introduction**

Bossier Parish Library values and supports learning and distance education by providing limited exam proctoring services for written and online examinations. This service is based on the availability of personnel, facilities, and technology and must not compromise other library services. Computer and wireless Internet use is subject to the Internet Use Policy of the Bossier Parish Library.

### **Eligibility**

Students requesting proctor services must be residents of Bossier Parish or Green Gold patrons with a Bossier Parish library card in good standing (no outstanding fines or fees in excess of three dollars). At the time of the exam, the student must have signed the Bossier Parish Proctoring Policy and must present a valid picture identification card (student I.D. or an official government issued I.D.). Students who miss (no-show) a scheduled examination on more than one occasion will not have further tests proctored at the library. If a student is more than fifteen minutes late for a scheduled exam, the library has the right to cancel and/or reschedule the exam.

Non-parish/non-Green Gold residents are eligible for proctor services at the discretion of the Bossier Parish Library.

### **Fees**

The library does not charge for providing proctoring services.

### **Availability**

Proctoring services will be provided at the Aulds, Benton, and Central Libraries by master-level librarians. Exams will be given Monday through Thursday between 9 am and 3 pm, as allowed by the librarians' work schedule. Exams will not be scheduled on Fridays, weekends, or library holidays. The library reserves the right to refuse to proctor exams in instances where it interferes with library operations or in cases where they are deemed unreasonable or burdensome to administer. Exams must be scheduled a minimum of three (3) business days in advance. Unscheduled exams will not be accommodated. Students must contact the designated librarian who will administer the test directly to schedule exams. The library does not guarantee a quiet study/area will be provided.

### **Guidelines**

#### **Proctors**

- Will not monitor students one-on-one continuously during exams, but may check on them periodically
- Will enforce any time limits as well as other rules set forth in the exam materials
- Will secure students unneeded materials in a locker until the exam is returned to the proctor or submitted online to the educational institution
- Will hold completed exams for the designated time per instructors' requirements, then shred them

**Students**

- Will ensure library computers are adequate for test taking requirements
- Will ensure exams are received in time
- Will provide allowed materials needed for exam
- Will not leave the library with a copy of the exam

**Library**

- Is not responsible for exams lost by the postal system or electronically
- Will not provide proctoring for groups (four or more students)
- Is not responsible for tests that are interrupted by library emergencies, power failures, or computer hardware/software failures
- Is not responsible if the institution's website or email system is not working

Exams and instructions can be received by U.S. mail, fax, or email and will be returned by one of those methods. Exams not taken by the due date will be shredded. Any perceived violation of the rules for exams will be reported to the educational institution.

***NOTE: INSTALLATION OF ANY SPECIAL SOFTWARE NEEDED TO COMPLETE EXAM IS NOT ALLOWED ON LIBRARY COMPUTER.***

**APPENDIX 1 – PROCTORING POLICY STUDENT AGREEMENT**

Student  
Initials

\_\_\_\_\_ I will ensure library computers are adequate for test taking requirements

\_\_\_\_\_ I will ensure exams are received in time

\_\_\_\_\_ I will provide allowed materials needed for exam

\_\_\_\_\_ I will not leave the library with a copy of the exam

\_\_\_\_\_ I understand proctor will not monitor me one-on-one continuously during exams, but may check on me periodically

\_\_\_\_\_ I understand proctor will enforce any time limits as well as other rules set forth in the exam materials

\_\_\_\_\_ I understand my unneeded materials will be locked until I turn in the exam or submit it online

\_\_\_\_\_ I understand the library is not responsible for exams lost by US Postal Service or electronically

\_\_\_\_\_ I understand the library is not responsible for tests that are interrupted by library emergencies, power failures, or computer hardware/software failures

\_\_\_\_\_ I understand the library is not responsible for my educational institution’s technical problems

\_\_\_\_\_ I agree to schedule my exam during the days and hours set forth in the Bossier Parish Library Proctoring Policy

\_\_\_\_\_ I agree to schedule my exam at least three (3) business days in advance and that if I fail to show up for the scheduled exam I will forfeit my proctoring privileges

\_\_\_\_\_ I understand that I must present a valid identification card

\_\_\_\_\_ I understand that my library account must be in good standing in order to have my exams proctored

I acknowledge that I have read, understand, and will adhere to the Bossier Parish Library Proctoring Policy.

Student signature:	Printed Name:
Date:	Proctor’s Initials: