



## **Proctoring Policy**

In support of lifelong learning, the Wethersfield Library provides test proctoring.

The Library's guidelines ensure the integrity of the testing process and equitable treatment of all test takers. Only those tests which meet the guidelines listed below will be proctored. The Library reserves the right to limit or deny this service if the proctoring request does not meet the guidelines.

### **Guidelines**

Test takers must complete an application form prior to scheduling an appointment and are responsible for assuring that all necessary communication is made with the testing institution.

A minimum of two weeks' notice is needed to allow the scheduling of staff to proctor the test.

Library staff will proctor tests by appointment only and during the Library's regular hours of operation. The staff member assigned to proctor will be assigned at the discretion of the Library.

The Library is not responsible for tests that are cancelled, postponed, or interrupted by emergencies, power or technology failures, inclement weather, or other unforeseen circumstances.

Tests cancelled or postponed by the test taker due to illness, weather, or other unforeseen circumstances can be rescheduled as staffing allows.

Test and/or online login information must be sent directly from the testing institution to the Library.

Library staff cannot proctor a test that a test taker brings in themselves, even if the test is sealed.

Only items listed in the instructions will be allowed in the designated test area (e.g. no cellphones, smartphones). Test takers are responsible for securing personal items prior to beginning the test.

The test taker is required to show a valid photo identification immediately prior to starting the test.

Due to the demands on staff time, proctors are not able to monitor the test taker continuously during a test, but will check on the test taker periodically.

The Library is an active community space and cannot guarantee a noise level in the Library during the test.

Proctors will adhere to time limits that are placed on the test, as well as other rules set forth in the test materials. All tests must be completed 10 minutes prior to closing.

The staff member assigned to proctor can only sign a proctoring verification form that accurately reflects what the staff member has been able to do.

Online tests must be compatible with, as well as not require the modification of, the Library's hardware, software, or security systems.

The Library will only retain the test taker's electronic files either on the hard drive of a computer or removable storage device until the test has been received by the testing institution. Upon receipt, all files will be deleted or destroyed.

Any applicable expenses related to the proctoring of the test will be paid by the test taker or the testing institution.

The Library will submit per the testing institution's request the completed test as either an email with a scanned attachment, a fax, or as a printed copy via the USPS.

The Library is not responsible for test materials left longer than 30 days after a scheduled test appointment. Printed tests not taken within 30 days of the scheduled date will be returned to the testing institution or will be shredded. Password and login information for online tests will be deleted or destroyed.

The Library will not be responsible for any delayed delivery of tests, nor for any completed tests once they leave the Library's possession and have been returned to the testing institution.

All files (paper and electronic) generated during the proctoring process (e.g. registration forms) will be deleted or destroyed no later than two weeks after the test date. No records will be retained.

Approved by the Library Board July 27, 2010

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