

Proctoring Services Guidelines

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The proctoring of examinations is a service offered by the San Juan Island Library which is limited based on availability of personnel, facilities, and technology. Please read through the following guidelines, and call, email or visit the Library to make a tentative exam appointment BEFORE requesting an exam from your institution:

- Tests are scheduled during the proctor's regular work hours.
- Tests should be scheduled as far in advance as possible, but no less than 48 hours in advance.
- Tests are proctored if there is no expense to the Library.
- The student should allow sufficient time to take the examination before the deadline that has been established by the institution. Tests must be completed 15 minutes before the Library closes.
- Before taking the exam, the student is required to present a photo I.D.
- Proctors will enforce any time limits that are placed on the exam, as well as other rules set forth in the examination materials. The use of cell phones or visiting with others is prohibited. Any perceived violation of the posted rules for the exam will be reported to the educational institution as a measure of good faith.
- Tests offered in a computer format must be compatible with the hardware and software available on the Library computers.
- Prior contact between the testing institution and the proctor is required so that credibility and testing requirements can be verified.
- Library staff cannot proctor exams that students bring in themselves, even if the exam is sealed. Exams or online logon information must be sent directly from the testing institution to the proctor.
- Library staff will not sign a proctoring verification that attests to more than the staff member has been able to do.
- The San Juan Island Library will not be responsible for any delayed tests, nor for any completed tests once they leave the Library's possession and have been mailed, faxed or emailed back to the educational institution.
- Library staff strive to accommodate test proctoring needs. However, Library staff reserve the right to refuse to proctor an exam for any reason.

Responsibilities of the Test Taker:

- Contact the Library to make an appointment to meet the Director, or her or his designee, and to complete the necessary paperwork the school requires.
- The school may have specific requirements for proctoring. Check with the Library to determine if it has the facilities, staffing, and technology necessary.
- Call prior to the test to make sure the test or login information has arrived and to schedule a time to take the test during the proctor's regular work hours.

- Provide photo ID at time of testing.
- Provide any necessary postage for mailing back the test to the school.

Proctoring Procedures for Library Staff

- Meet with the student to fill out any necessary paperwork for the institution.
- Provide the student with the Proctoring Services Guidelines.
- Schedule a tentative date and time for the exam within regular Library work hours.
- Reserve a laptop for any online exam.
- Disable the reservation system and set up laptop for online exam.
- Post signage stating exam proctoring in process.
- Follow all instructions from institution.
- Provide pens, pencils or scratch paper if the student needs it. Shred all scratch paper after exam unless required by the institution to be returned with the exam. Student may not take any paper with them after taking the exam.
- Return exam to institution as directed by instructions. Under no circumstances is the exam to be given to the student to return.
- Shred exam and/or notes after return receipt of exam materials is confirmed by institution.