## Test Proctoring Policy & Procedure
## Montgomery City-County Public Library

It is the mission of the Montgomery City-County Public Library to provide life long learning opportunities to all of its library patrons. Proctoring exams is not a new task in public libraries however; it is becoming a larger one and one that consumes a lot of the work capacity of the staff in the MCCPL. To ensure that staff is available to proctor exams when needed and that space is available, all students wishing to have the library proctor an exam must comply with the following policy.

1. All students must complete a Test Proctoring Application – this application will create an acceptable working agreement between MCCPL and the student regarding date of exam, time of exam, and fees, if any, which may be required.

2. Students must provide MCCPL with specific information regarding the requirements of the proctored exam, duration of the testing time, and use of external resources.

3. Students must provide the name of the institution offering the exam and the contact information of the teacher or testing center administrator as well as phone #, fax#, and e-mail address.

4. It is the responsibility of the student to arrange the delivery of all tests taking material to the MCCPL. Tests must be mailed via US mail, FedEx, UPS, or e-mail (the limit of incoming e-mails to the Library is 5 mgs). Testing material cannot be delivered via hand mail. Students are responsible for calling at least 24 hours prior to the exam to confirm the delivery of the material.

*Please mail all testing material:*

Attention: Exam Proctor
Juliette Hampton Morgan Memorial Library
245 High Street
Montgomery, AL 36104

**Fees:**

**Valid MCCPL cardholder for at least 30 days prior to the exam date**
One free session per semester
Additional sessions                                                                    $50 per session

**Non-MCCPL cardholders**
Per session testing                                                                      $50 per session

**The Proctoring Environment:**

The library agrees to provide a reasonably quiet space for students and private citizens to undertake an exam but the student should be mindful that the Library is a public building with public traffic and no private rooms are available. The library does not assume responsibility for the exam. A proctor observes the student while the student is taking the test but the proctor may leave the room while administering the exam, but will return periodically to assess the testing environment. Students should check with their institutions to ensure that this is an acceptable procedure before signing an agreement to undertake an exam in the library. The reservation exam fee is non-refundable unless there is a failure by the Library (e.g., illness of the proctor). If it is determined that the exam was not given because of failure of the library, the testing fee will be refunded to the student. Every effort will be made to reschedule exams for students who could not take the exam because of failure of the library to live up to the agreement.

**Frequency of Exams:**

Students with a valid MCCPL card may schedule one exam session per semester at no charge. Once the cardholder has taken one exam in a designated semester, fees will be assessed the same as non-library cardholders.

*An agreement must be signed between the library and the student before scheduling an exam.*

**The library will do the following:**

1. Provide a reasonably quiet place for testing. See qualification above.
2. Testing schedule Tuesday through Thursday between 1 pm and 5 pm
3. Provide the test proctoring policy to the student and the testing center or institution
4. Provide designated contact person at the Morgan Library
5. Maintain a copy of the testing material undertaken by the student for 30 days only. After 30 days, all testing material will be discarded.
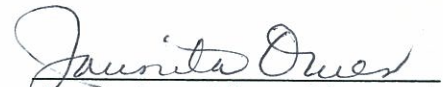6. Forward tests via e-mail, fax, mail, FedEx, UPS at the expense of the student

**The Library will not:**

1. Accommodate requests for unscheduled proctoring
2. Contact the testing institution to clarify procedural questions such as incorrect passwords, wrong tests, etc.
3. Download software for test taking that is not compatible with the Library's network
4. Guarantee that technical problems will not occur when using the Library's network or its PCs.

Adopted _____ 4-13-11

Thomas McPherson, President
Library Board of Trustees

Jaunita Owes, Library Director