VINTON PUBLIC LIBRARY PROCTORING POLICY

Date Effective: 10/20

Revision Dates: 10/22

Date(s) Reviewed by Library Board: 11/22

Policy Maintenance Performed By: Library Director

In accordance with Public Library Standard 1.9

PHILOSOPHY:

* To meet the needs of individuals and institutions of higher learning, the Vinton Public Library will cooperate with area residents to support their lifelong learning goals by offering proctoring services at no charge and at the Library’s discretion.

REGULATIONS:

* Responsibilities of the Student
	+ The student will ask the Library Director or designee (hereafter the ‘proctor’ to administer the exam.
	+ The student will arrange for the exam and instructions to be sent to the library, at least one week before taking the exam.
	+ The student is responsible for informing the proctor as to when the test will be taken
	+ The student is responsible for return postage and envelope for any exam which does not include a self-addressed stamped envelope.
	+ The finished exam will be handled with other Library mail or submitted to the educations institution per instructions detailed herein.
* Responsibilities of the Library
	+ The proctor will observe the student while performing other tasks. Proctoring at the Library will include issuing the exam, being aware the student is taking the exam, periodically observing the student, signing the proctor form, and mailing the completed exam. If constant, uninterrupted observation is required, the library staff cannot proctor the exam.
	+ No changes to public computer settings may be made or special software installed.
	+ The Library cannot provide proctoring for groups of students.
	+ The Library is not responsible if the internet, student-provided website, or student’s email is not working.
	+ The Library is not responsible for completed exams that are lost in the mail.
	+ The Library will not keep copies of completed exams.