

# South Sioux City Public Library

## Test Proctoring Policy

(Approved by the City Council of the City of South Sioux City 1-14-2019 )

The South Sioux City Public Library wants to meet the needs of individuals and institutions of higher learning by providing area residents with proctoring services. This service allows area residents the opportunity to support their lifelong learning goals. This service is based on the availability of personnel, facilities and technology. As such, the following responsibilities are set out.

### Responsibilities of the Student:

- The student will contact the South Sioux City Public Library about proctoring the exam.
- The student will be required to arrange for the exam and instructions to be sent to the South Sioux City Public Library, at least one week before the taking of the exam.
- The student is responsible for making arrangements to take the exam including calling the South Sioux City Public Library to make sure the test has arrived and scheduling a time to take the exam. The test must end 30 minutes before the Library closes.
- The student will follow all the requirements set down by the testing institution.
- The student is responsible for return postage and envelope for any exam which does not include a self-addressed, stamped envelope. The student is responsible for the cost of computer printing (\$0.15 per page) or faxing costs (\$1.00 per page) associated with the exam.

### Responsibilities of the South Sioux City Public Library:

- The South Sioux City Public Library will provide students and the institution with copies of this policy.
- The South Sioux City Public Library will provide staff (Library Director and Assistant Library Director) to proctor exams.
- The student will be placed in a glass enclosed private meeting space that will allow easy observation by the proctor. The proctor will observe the student while performing other tasks and assisting other patrons. 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 returning the completed exam (mailing, faxing or email). If an institution requires the student to receive constant, uninterrupted observation, the Library staff cannot proctor the exam.
- The South Sioux City Public Library is not responsible if the web or email fails to work properly. Everything will be done that is possible to reschedule the test.
- The South Sioux City Public Library cannot provide proctoring for groups of students.

- The South Sioux City Public Library is not responsible for completed exams that have gone missing in the postal system or lost in cyberspace.
- The South Sioux City Public Library will maintain a copy of the completed exam for 30 days or as directed by the instructor. At the end of 30 days the exam will be destroyed.

(Approved by the Advisory Board, revised 2/07/2018)