

# Western Allegheny Community Library

## Exam Proctoring Policies

- When staffing permits, the library will proctor exams for students. There is no fee for this service, but a donation to the library would be appreciated.
- Students must submit the completed Proctoring Request Form at least two weeks in advance of the desired date, or earlier depending on the requirements of the school or testing entity. Completion of a form does not guarantee the service; a staff member will contact the student to determine scheduling.
- The library is able to assist with both paper and online exams. It is the student's responsibility to obtain or to ensure that the library obtains all exam-related materials ahead of time. Students are responsible for contacting the library at least three days prior to the testing date to determine the required paper testing materials were received and/or that online testing was approved.
- In the case of an online exam, students may bring in their own computer or use one of the library's laptops.
- Library staff will not be able to visually monitor a student for the duration of the test; however the staff member will be present to help with the set up and completion of testing.
- The library staff will verify the identity of the student by requiring presentation of photo identification before the examination. Students must only bring items with them which are permitted during the exam. Personal belongings, electronic devices (except those permitted), etc. must be left in the student's vehicle.
- Exams will be administered during the library's regular hours, which are Monday through Thursday from 9 a.m. until 8 p.m. and Friday and Saturday from 9 a.m. until 2 p.m. The test must be completed 30 minutes prior to closing and also follow any time restrictions given by the testing institution.
- The library cannot proctor multiple exams simultaneously.
- Quiet study rooms are available on a first-come, first-serve basis but cannot be guaranteed. Therefore students may be exposed to potentially loud or disruptive situations. A staff member can help advise on peak or busy hours.
- In the event that an emergency arises, the library will do its best to accommodate rescheduling. This courtesy will be granted, if possible, one time per student. Students who need to reschedule must notify the library ahead of time and resubmit another Proctoring Request Form. Rescheduling should be completed at least five days ahead of the proposed makeup date(s) to allow the library sufficient time to make alternative arrangements. Repeat no-shows will be ineligible to have exams proctored at the library in the future.
- Completed paper exams may returned to the testing institution via the U.S. Postal Service in postage-paid envelopes provided by the student or institution, scanned to the institution's email address at a rate of 20¢ per page, or faxed at a rate of \$1.00 per page (\$1.25 for long distance). Students are responsible for all mailing, faxing, and/or scanning costs. The library and its staff will not assume responsibility for completed tests that are not received by the testing institution. The student must contact the institution to determine if the completed test was received.

# Western Allegheny Community Library Proctoring Request Form

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone Number \_\_\_\_\_

Email \_\_\_\_\_

Name of Testing Institution \_\_\_\_\_

Requested Exam Dates and Times (list top three preferences) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Length of examination \_\_\_\_\_

Paper Examination \_\_\_\_\_ Online Examination \_\_\_\_\_

I have reviewed the examination proctoring policies. By signing below, I agree to the following rules for taking an examination proctored by a staff member of Western Allegheny Community Library.

- 1. I understand that, although staff will do their best to meet my scheduling needs, the library will make the final date and time decisions regarding the test schedule. Completion of this form does not guarantee a testing date.*
- 2. I understand that the library has no legal obligation to provide proctoring and that a library staff member will not be present during examination.*
- 3. I will arrive for the examination at the scheduled time and date or alert the library ahead of time if I cannot attend. If I do not arrive at the designated time, I understand that the test may not be rescheduled.*
- 4. I acknowledge that am responsible for ensuring all test materials are received ahead of time. I am also responsible for any printing, faxing, or mailing costs associated with submission of my completed exam.*

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Submit this completed form at least two weeks prior to the earliest proposed exam date.  
A staff member will respond to your request as soon as possible to confirm scheduling.**

Western Allegheny Community Library  
181 Bateman Road  
Oakdale, PA 15071  
724-695-8150