

Eagle Mountain Public Library

Policy on Exam Proctoring

Purpose:

The Eagle Mountain Library provides exam proctoring services. The library will offer proctoring services based on the availability of personnel, facilities and technology to do so.

ALL proctoring communication is handled by email at: library@emcity.org . We no longer accept telephone requests.

Eligibility:

Residents of Eagle Mountain in good standing with the Eagle Mountain Library are eligible for this service at no charge. Non-residents and patrons participating in the North County Library Cooperative who are not residents of Eagle Mountain are eligible for proctoring with a fee per exam.

To Schedule an Exam:

Read the proctoring guidelines below. You are expected to be aware of all information listed. If your exam does not fit within our requirements, you will need to find an alternative proctoring site.

1. **Email us at library@emcity.org to request an exam proctoring time.** You must include the following information for each request, even if we have previously proctored for you. Your request is not considered complete until we have all the information below.
 - * Your name
 - * School
 - * Course name
 - * Exam/Test name
 - * Date & Time requested for proctoring (please include a 1st, 2nd & 3rd choice)
2. We proctor exams Tues- Thurs between 10:30 a.m. - 6 p.m. Fri – Sat between 10:30 a.m.-1:30 p.m. **ALL exams must be completed 15 minutes prior to library closing.** Computers shut down automatically at closing time and staff is not able to override for more time.
3. Wait to hear back from us. Requesting a time is not a guarantee that you will receive the time or date. Your exam is not scheduled until you receive an email confirmation from us. Requests are dealt with in the order they are received.
 - a. On the day of your exam, please arrive promptly at the scheduled time. Bring your photo identification, your library card and any materials allowed for testing. (E.g. calculator, pen, pencil, scratch paper, notes.) **DO NOT** bring anything else.

Fees:

The library charges only for non-residents and North County Library Cooperative cardholders outside of Eagle Mountain to take a proctored exam. The fee, **PER EXAM**, is \$10.00. If the completed exam or other materials must be mailed to your school, you are responsible for providing postage and mailing supplies. Bring an envelope and stamps at the time of the test.

The Library:

1. We cannot proctor exams that require us to retain student electronic files on flash drive or on our hard drives.
2. We cannot provide a locked or secure place for testing.
3. We cannot provide a quiet study room for test taking.
 - a. We are not responsible for any delayed tests, nor any completed tests once they leave the library's possession and have been mailed back to the educational institution.
4. We are not responsible for tests that are interrupted by Library emergencies, power failures, or computer hardware or software failures.
5. We reserve the right to substitute a proctor in the event of the original proctor's absence.

The Student:

1. Come prepared with the necessary or required supplies to take the examination. Photo identification is required at **EACH** test. If you have an **Eagle Mountain Library card**, you will be **required to bring it** in order to access the computer. If you do not bring your library card there is a **\$1.00 fee** for computer use. Exam will not be proctored until this fee is paid.
2. If a student is unable to come to the arranged day and time of the exam they **MUST** notify the library at least 3 hours prior to the exam. Students who do not comply with this policy risk forfeiture of proctoring services.
3. Exams not taken by the date on which they were to be completed are either discarded or returned to the school or institution.

I have read and understand the proctoring policies of the Eagle Mountain Library.

Signature: _____

Print Name: _____

Date: _____

Adopted by Library Board: June 2011

Reviewed: September 2014