

Reviewed and/or revised: 06/16/2016

To schedule a time for a proctored session, please stop by or call the Robert W. Barlow Memorial Library at 641-648-2872. Please contact the library staff in ample time for the library to schedule staff to be available and time to reserve a study room.

Responsibilities of the Student

1. The student will ask the library staff to proctor the exam.
2. The student is responsible for providing a copy of this policy to the educational institution if needed.
3. The student is responsible for making arrangements to take the exam including calling the library to make sure the test has arrived (electronically or via mail) and scheduling a time to take the test. The student will schedule the exam time to end no less than 30 minutes before the closing of the library.
4. The student is responsible for ensuring that the computer resources at the library are adequate and available for test taking.
5. The student will provide a valid driver's license or photo ID (if required) for verification of identity or the test will not be proctored.
6. The student will arrive prepared with the necessary or required supplies to take the exam.
7. The student is responsible for return postage and envelope for any exam which does not include a self-addressed stamped envelope. Further if it is required to fax the test to the institution, the student will be responsible for that cost.
8. The finished exam will be handled with other library mail including electronically.

Responsibilities of the Library and staff

1. The library staff will provide the student with a copy of this policy if requested.
2. A library staff person will proctor the exam. Specific librarians will not be assigned to proctor specific exams.
3. 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 of the student taking the exam, periodically observing the student, and signing the proctor form. If an institution requires the student to receive constant uninterrupted observation the library will be unable to proctor the exam.
4. The staff person who begins proctoring the exam may not be at the Circulation Desk when the exam is finished. The student may be returning the exam to a different librarian than the one who issued the exam to the student.
5. Library staff will not sign any statement required by the educational institution inconsistent with our policy or with how the test was administered.
6. The library does not allow the installation of any special software that may be needed to complete the exam on a library computer.
7. Library staff may refuse to proctor an exam too burdensome or exacting in its demands.
8. The library cannot provide proctoring for a group of students.
9. The library is not responsible if the website or email is not working.
10. The library is not responsible for exams that are lost by the postal system or electronically.
11. The library will not keep copies of the completed exams.