

Greater Clarks Hill Regional Libraries

Proctor Policy

Mission Statement: As part of the GCHRL's mission to promote lifelong learning, test proctoring services are offered to students to fulfill their educational needs.

Agreements:

The student will:

- Agree to ensure that all guidelines and policies from their respective institutions are met when testing at GCHR Libraries.
- Confirm test has been received by the library.
- Schedule test at least one week in advance.
- Bring appropriate I.D.
- Call to cancel if unable to keep reserved testing time.
- Provide stamps, envelopes, etc. if needed.
- Take all online tests using library PCs.
- Relinquish use of personal laptops, cell phones, Blackberry's, etc. when testing.
- Agree to complete exam 15 minutes before the library closes.

The Library will:

- Provide a quiet, self-contained (when possible) testing area in the Adult section of the library.
- Correspond with student's school and receive materials.
- Provide test proctor procedures to professor.
- Provide a designated contact number and email address to student and school.
- Maintain student's testing materials until one month after the designated testing time.
- Forward tests via email, mail, fax, FedEx or UPS at the student's expense.

The Library will not:

- Accommodate requests for unscheduled proctoring.
- Guarantee that the correct material has been received by the testing institution by a specific date.
- Download software for test taking that is not compatible with our network.
- Guarantee that technical problems will not occur when using the library's PCs.

Staffing and Availability: The proctor coordinator will schedule all tests. Tests will be scheduled during the proctor's regular working hours.