

## **Carlsbad Public Library**

### **Exam Proctoring Policy**

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*The Carlsbad Public Library offers free exam proctoring as a service to students in our community. This policy outlines the responsibilities of the student, the library proctor, and the library.*

#### **A. Library**

1. The library will proctor written or online exams. Exams may be received via e-mail (from the instructor's school e-mail account), or by USPS delivery.
2. The library cannot provide proctoring if the library proctor is required to be present with the student during the entire exam. The library proctor cannot monitor a student continuously during an exam, but will check on the student periodically.
3. The library will mail the completed written exam to the school if a pre-stamped or prepaid envelope is provided. The library will email the completed exam if the instructor's email address is provided. The library will not keep copies of completed exams.
4. The library is not responsible for Internet connectivity, exam website functionality, email failures, or postal service delivery problems.
5. The library reserves the right to refuse to proctor tests which fail to comply with the above policy conditions or which unduly interfere with the daily operations of the library.

#### **B. Student**

1. The student must contact the library to request proctoring service before an examination is sent by the student's school. The library requires the student's name and contact information at that time. All exams are proctored by appointment only and must be scheduled at least 3 days in advance.
2. The student is responsible for contacting their instructor to have the exam and instructions sent to the library proctor and to verify that all exam materials have arrived prior to the scheduled exam time.
3. It is the student's responsibility to verify that the proctoring conditions provided by the library meet the requirements of the school.
4. The student must arrive prepared with all supplies, pencils, scratch paper, calculators, etc., needed for the exam. On the day of exam, the student will show a valid photo id for verification of identity.
5. If students use the library's public computers for online tests-software cannot be installed, nor can changes be made to their settings.

#### **C. Proctor**

1. Appointments for exam proctoring must be scheduled at least 3 days in advance. Appointment times will be dependent upon the schedule of the proctor and the needs of the library.

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2. If the student fails to appear for the scheduled exam without prior notice, the proctor may decline to reschedule the proctoring session.
3. The proctor will enforce any time limits, resource restrictions, or other conditions that are required by the instructor.
4. The proctor cannot guarantee absolutely quiet workspace, although every effort will be made to set the student apart from high traffic areas of the library.
5. Any perceived violation of the rules for the exam will be reported to the student's school.

**D. Questions or Exception Requests**

1. Questions about this or any library policy may be addressed to the Library Director during regular business hours. Exception requests to library policies may be made to the Library Board of Trustees at any regular scheduled meeting.