

Exam Proctoring Policy

Purpose

The proctoring of examinations is a service offered by the Whitehall Township Public Library (WTPL). The library will offer proctoring services based on the availability of personnel, facilities and technology to do so.

Fees

A fee of \$10.00 will be charged for each exam. Payment must be made when the exam is scheduled with the proctor. The library accepts cash, check, PayPal or card payment. The test taker will not be reimbursed in the event that they do not show for their scheduled time. Any necessary copies are assessed at \$.10 per page.

Availability

Certain staff are able to proctor exams, as allowed by their work schedule. Tests must be scheduled with the proctor a minimum of 7 days in advance. Tests will be scheduled during the proctor's regular work hours. Tests must be completed 30 minutes before the library closes.

Guidelines

The student will allow sufficient time to take the examination before the deadline that has been established by the institution.

The student will be required to present a valid picture I.D. at the time of the exam.

Proctors will not monitor a student continuously during an exam, but may check on the student periodically. The Library does not provide a separate room for proctoring exams.

Proctors will enforce any time limits that are placed on the exam, as well as other rules set forth in the examination materials. The use of cell phones or visiting with others is prohibited during test taking. Any perceived violation of the posted rules for the exam will be reported to the educational institution.

Tests offered in a computer format must be compatible with the hardware and software available on the Library workstations.

Library staff will not sign a proctoring verification that attests to more than the staff member has been able to do.

WTPL will not be responsible for any delayed tests, nor for any completed tests once they leave the library's possession and have been mailed back to the educational institution.

The Library will not be responsible for tests that are interrupted by Library emergencies, power failures, or computer hardware or software failures. The Library reserves the right to substitute a proctor in the event of the original proctor's absence.

The Library will not keep copies of completed exams.

Finished exams will be sent out with the library's outgoing mail.

Responsibilities of the test taker

Schedule your exam with a proctor at least 7 days in advance. Contact the library at 610-432-4339 or helpdesk@whitehallpl.org.

Your school may have specific requirements for proctoring. Check with the proctor to make sure the Library can meet all of the requirements.

Call at least 24 hours prior to your test to make sure the test or login information has arrived. The proctor does not contact you when the exam arrives. If all needed information is not provided within this timeframe, the proctoring appointment will be cancelled and re-scheduled for another day.

Provide necessary postage for mailing back the test to your school.

Arrive promptly at the agreed-upon time, prepared with the items required for taking the test. These may include picture I.D., cash or other acceptable mode of payment, pens/pencils, and calculator. Only items listed in the instructions will be allowed in the test area. You are responsible for securing personal items before the test begins.

Exams not taken by the date on which they were to be completed are either discarded or returned.