

## W. G. Rhea Public Library Test Proctoring Policy

### February 2014

The W. G. Rhea Public Library will provide Proctor test services. However, the Library cannot guarantee constant supervision or a quiet environment. Arrangements must be made two weeks prior to the test by contacting the Library in person or by telephone. No “drop in” test proctoring is available.

There are no fees for Proctor testing.

#### Requirements:

- The Library will meet the testing institution’s requirements whenever possible. Direct in room supervision will not be provided.
- The test can be received through U.S. mail, email, fax or other delivery service.
- The Test can be returned by prepaid envelope provided by student for U.S. mail, email or fax. Accommodations cannot be made for special handling for return tests.
- It is the student’s responsibility to make sure that the Library receives the test and that the institution receives the returned test upon completion. The Library will not keep copies of the test materials or answer sheets.
- Library cannot proctor online exams that require the installation of special software or the modification of existing computer settings.
- Library staff will read and follow all instructions for administering the exam.
- Testing may be canceled or postponed if the testing materials are not received in time, require clarification, incur any expense, or otherwise exceed our ability to comply with the testing institution’s requirements.
- Please arrive for testing as scheduled. Bring your own supplies.
- Notify the Library if you cannot keep your scheduled appointment.

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