

Student's Last Name \_\_\_\_\_ First Name \_\_\_\_\_

## **Staunton Public Library Proctoring Guidelines**

The Staunton Public Library provides proctoring as a courtesy service for written and online tests. The Library does not provide private examination rooms and there may be noise or other disruptive elements beyond the library's control occurring in the testing area.

Students must pay for any printing, faxing, or mailing services that the school does not provide.

Photo I.D. must be provided at time test is taken, or a valid library card.

Proctoring should be scheduled in advance. Walk-in requests for proctoring will be accommodated only if possible, depending on the availability of computers and staff. If a proctor is not available when the student wants, the student will need to adjust his/her schedule or find another location to proctor the exam.

Testing institutions may have specific standards about proctoring. It is the student's responsibility to know these when making an appointment. No personal information shall be required of library staff for proctoring.

If Internet access is necessary, the student is responsible for making arrangements with staff to use a library computer or bring their own device. Library computer settings will not be modified to accommodate an online test.

The student is responsible for bringing any materials needed for the exam, including, but not limited to, pencils, pens, notes, textbooks, or calculators. The proctor will answer questions concerning testing instructions but not about testing content.

The student is responsible for ensuring that the library has received the exam in print or electronic format, prior to the scheduled exam date. Examinations must be completed 15 minutes prior to the Library closing.

The student should call if he/she cannot take the exam as scheduled, 24 hours in advance if possible. Missed appointments with no advance notice will be rescheduled at the discretion of the proctor. If the student fails to show up for a scheduled exam, he/she may lose exam proctoring privileges.

The Library will not be responsible for any delayed examinations, nor for any completed examination after it leaves the library's possession and has been mailed back. The Library will not be responsible for examinations that are interrupted by Library emergencies, power failures or failure of Library hardware or software. In the event of such an event it is the student's responsibility to reschedule the exam.

The Library reserves the right to refuse or decline proctoring services to any individual if that request is beyond our ability to administer the exam. The library reserves the right to terminate this service at any time for any reason.

**I have read the guidelines above and agree to follow them:**

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**Signature of Student and Date**

Staff Initials: \_\_\_\_\_  
Notes (attach any necessary)