

Hays Public Library

Exam Proctoring Policy

Availability:

Exams are administered by appointment only and applications for proctoring must be submitted at a minimum of one week in advance. The library does not guarantee a proctor so students must wait for a confirmation email by library staff.

Exams shall be taken during regular library hours, Monday-Friday. The exam must be scheduled to be completed no later than one hour before closing unless the proctor grants an exception.

Fees and costs:

- The Hays Public Library does not charge for proctoring services.

Guidelines:

- The library agrees to provide a reasonably quiet space for the test-taker to complete the exam, but the test-taker and the examining institution should be mindful that the library is a public building and cannot guarantee complete silence or privacy.
- The library cannot provide continuous supervision but will check on the test-taker frequently.
- The student might be monitored using the library's security cameras.
- The library has the right to substitute a proctor if the assigned proctor is unavailable.
- The test taker may be returning the exam to a staff member other than the one who issued the exam, and the test taker will be informed of this prior to starting the exam.
- A student who is a "no call no show" may not be permitted to use the library for proctoring services. This also applies to chronic lateness.
- Library staff proctoring the exam will not sign an institution's proctor verification form attesting to more than the staff is able to do under the guidelines set forth by the library's policy.
- The library will return completed test as directed by the examining institution in a timely manner that rarely exceeds 1-2 business days.

- The library shall not be responsible for any exam once it leaves the library's possession.
- The library shall not be responsible for exams that are interrupted or delayed by library emergencies, power failures, inclement weather, and/or computer hardware or software issues.

Responsibilities of the Student:

- To submit the library's proctoring application and agree to the Hays Public Library's exam proctoring policy.
- Verify that the examining institution's proctoring guidelines meet all the requirements set forth in the library's policy.
- To obtain any exam guidelines, instructions, and any pre-exam requirements from the examining institution.
- To arrive on time for the agreed upon appointment. If the student cannot make the time and wants to reschedule, they must contact the proctor.
- To come prepared with necessary supplies to take the exam.
- Provide a valid photo ID for verification, as well as any other credentials required by the examining institution.
- To take the exam on the honor system. The proctor will ask for all non-approved items set forth by the instructor such as cellphone, notes, computer ect prior to the exam starting.
- Exams may be taken on the test takers personal laptop if it is approved by the instructor. The library does have PCs but library staff is not responsible for fixing or assisting with the institution's software or testing applications.

Responsibilities of the Examining Institution's Instructor:

- Be aware of and agree to the guidelines set forth by the library's exam proctoring policy.
- Understand that the library is a public building that offers proctoring as a service but is not a proctoring center.
- Instructors are responsible for informing the test-taker on any exam guidelines, instruction, and any pre-exam requirements.