PROCTORING GUIDELINES

Montgomery-Floyd Regional Library

The Montgomery-Floyd Regional Library System provides free proctoring services to support our patrons' educational and career goals.

Student Responsibilities:

- Register for proctoring services with a library branch.
- Provide required information including:
  - Student name and contact information (email, phone)
  - Name of institution or school
  - Course name and number (if applicable)
  - Contacts at institution
    - Instructor (if applicable), including contact information
  - Institution's proctoring policy, guidelines and related information (which may not be available at the time of registration; it is frequently sent with the test).
  - Deadline for completing exam process (if applicable).
- Schedule the exam a minimum of three working days in advance of the date when they would like to take the test, with the test to end no less than 30 minutes before the closing of the library.
- Verify that the library has received the exam.
- Will provide the library with a stamped addressed envelope or postage paid mail if exams must be returned via mail.
- Provide a valid driver's license or photo ID for verification of identity.
- The student must provide their own supplies (calculator, graph paper, etc.), and cover the cost of printing (at $0.20 per page) for the exam. The library can provide scratch paper and pencils only.

The Library will:

- If necessary, verify that any difference between the institution's proctoring requirements and the library's proctoring service policy are acceptable to the institution.
- Verify the student's ID.
- Administer tests using any available, trained staff member The library will provide no personal information other than the proctor's name, MFRL email address, and position, and will use the library's business address and phone number when completing proctoring forms.

- The staff member checking the student in will not always be the same staff member who will accept the completed examination.
- Perform the tasks required to administer the exam according to the institution's supplied policies and/or guidelines, including, where applicable:
    - Hand the student the exam
    - Time the exam
    - Use an institution-supplied password to log in to an online exam
    - Collect the exam.
- Retain exams for no more than 30 days.
- Discard exams when the student has failed to pick up/take the exam.

The Library:

- Cannot provide persistent monitoring and/or supervision during the exam.
- Cannot proctor online exams that require the installation of software, or the modification of existing computer settings.
- Will not proctor an exam brought in by the student.
- Cannot guarantee that technical problems will not occur when using the library's computers.
- Will not be responsible for any tests that are interrupted by library emergencies, power failures, or computer hardware/software failures.
- Cannot guarantee a quiet environment.
- Will not be responsible for any delayed examinations, nor for any completed examination after it leaves the library's possession and has been mailed or shipped back.
- Reserves the right to decline to administer tests if staffing is not available.
- May limit proctoring service availability by time and date based on staff availability.

Some driving school tests may be proctored without advance registration.

Montgomery-Floyd Regional Library
One stop, unlimited possibilities

Revised: September 16, 2019