

## Proctoring Guidelines

Mesa Public Library provides free test proctoring services in support of the community's lifelong learning needs and interests.

### Student Responsibilities:

#### **Know and adhere to your school's proctoring requirements**

- Your school may have specific requirements for proctoring. Check with the proctor to make sure the Library can meet all of the requirements.
- Establish contact between your educational institution and the library. Many schools require a proctor to be nominated by the student and pre-approved by the institution.

#### **Schedule your test in advance**

- We will do our best to accommodate all requests, but proctoring services are based on the availability of personnel, facilities and technology to do so.
- Tests must be completed 30 minutes before the library closes
- Allow sufficient time to take the test before the deadline.
- Call prior to your test to make sure the test or login information has arrived. The proctor does not contact you when the exam arrives.

#### **Be on time**

- Students should arrive for an exam on time and prepared to take the exam. If you are late, we cannot guarantee a proctor will be available for the duration of your exam.
- If you are taking an online test, arrive early to make sure that your exam will run on our computers.
- Call to cancel/re-schedule if you can't make it.
- Exams not taken by the date on which they were to be completed are either discarded or returned.

#### **Be prepared**

- Bring your photo identification.
- Bring any necessary supplies (pens, paper, calculators, etc.) Only the items listed in the test instructions will be allowed.

- The public library is a busy place; complete quiet and privacy are not guaranteed, even in individual study rooms. If you are distracted by noise, please bring headphones
- If the exam or other materials need to be mailed back to the school, the student is responsible for providing postage and mailing supplies.
- You are responsible for securing personal items before the test begins. We do not have a safe place to put personal belongings, so please do not bring them into the library at test time.

## Library and Proctor Responsibilities:

### **Provide contact person for student and school**

Reference Librarian - 2400 Central Ave., Los Alamos NM 87544 - 505-662-8251 – refweb@lacnm.us

### **Send paper tests to the educational institution (but not guarantee their receipt)**

### **Enforce any rules listed in exam materials (e.g. time limits, use of textbooks, etc.)**

## Library Proctors Will Not:

### **Supervise exams which require:**

- In-room direct supervision of the testing. (Proctors will intermittently monitor students.)
- Timing of individual sections of an exam.
- Installing new software on library computers or modifying existing computer settings.
- Group testing.

### **Guarantee that tests will not be interrupted by emergencies or technical difficulties.**

### **Interpret test instructions or assist in technical matters for an online test.**

### **Administer exams received from students directly.**

### **Sign a proctoring verification that attests to more than the staff member has been able to do.**

### **Accept any payment, gifts or tips. Your academic success is our reward.**