

**PROCTORING POLICY
MANNING PUBLIC LIBRARY**

To meet the needs of further education in Manning, the Manning Public Library will serve as a proctor for patrons and their educational institutions. The service is based on the availability of personnel, facilities, and technology to do so.

Responsibility of Student:

The student will ask the library staff to proctor the exam.

The student will be required to arrange for the exam and instructions to be sent to the library at least one week before taking the exam.

The student is responsible for making arrangements to take the exam including calling the library to make sure the test has arrived either electronically or via mail and scheduling a time to take the test. The student will schedule the exam so that it ends no less than 30 minutes before the closing of the library.

The student will provide a valid driver's license or photo ID (if required) for verification of identity or the test cannot be given.

The student will arrive prepared with the necessary or required supplies to take the exam. These supplies must be approved by the proctor if required.

The student is responsible for the return postage and envelope for any exam which does not include a self-addressed stamped envelope. If it is required to FAX to the institution, the student is responsible for faxing fees set by the library.

If being mailed, the library staff will mail the test as soon as possible. If not making that days mail, then the next day.

Responsibility of the Library and Staff:

The library staff will provide the student and institution with copies of this policy.

The proctor will observe the student while performing other tasks and assisting other patrons. Proctoring at the library will include issuing the exam, being aware of the student taking the exam with periodic observing of the student, signing the proctor form and mailing the completed exam. If an institution requires the student to receive constant uninterrupted observation, the library will be unable to proctor the exam.

The staff person who started the exam may not be there when the exam is finished. The student will then be handing the exam over to another staff member who will give it to the person who agreed to proctor the exam.

The librarian will not sign the name of another librarian on the proctoring form or the exam.

The library staff will not sign any statement required by the educational institution that is inconsistent with our policy or with how the test is administered.

Library staff may refuse to proctor an exam too burdensome or exacting in its demands.

The library cannot provide proctoring for groups of students.

The library is not responsible if the institution's web site or e-mail is not working.

The library is not responsible for exams that are lost by the postal system or electronically.

The library will not keep copies of completed exams.

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