



PROCTOR INFORMATION SHEET

Student Name: _____

Student Address: _____

Student Phone: _____

School/Institution Name: _____

School/Institution Address: _____

School/Institution Phone: _____

Instructor Name: _____

Instructor Email: _____

Instructor Phone: _____

Instructor Fax: _____

Notes: _____

All Library proctor candidates must read and sign the *OPPL Exam Proctoring Policy*. Please verify that the conditions contained in the policy are acceptable to your testing institution before scheduling exam proctoring at any library branch.



PROCTORING AGREEMENT

I, _____ (*student name*), have read and understood the *Ouachita Parish Public Library Exam Proctoring Policy*.

I have also confirmed that the conditions contained in the *Ouachita Parish Public Library Exam Proctoring Policy* are acceptable to my testing institution prior to scheduling exam proctoring with the Library.

I agree to abide by the policies contained in the *Ouachita Parish Public Library Exam Proctoring Policy* and understand that the Library reserves the right to limit or discontinue test proctoring services at any time, without prior notice.

Student Name Printed: _____

Student Signature: _____

Date: _____

Ouachita Parish Public Library Exam Proctoring Policy

Ouachita Parish Public Library offers limited exam proctoring services. Students must verify that the following conditions are acceptable to the institution giving the test before having an exam sent to the Library:

- There is no charge for proctoring services at the Library, although printing, faxing & postage costs will apply. Requests from schools charging a proctoring fee will not be accepted.
- Proctoring services are available during regular library hours and depend upon the availability of personnel and facilities. Tests must be completed 15 minutes before the Library closes.
- Students may take online exams on the library's public access computers. Additional time can be extended if allowed or required by the test rules. The library **cannot** make changes to hardware or software to accommodate testing.
- The Library cannot provide proctoring services for exams that students bring in themselves. Exams should be sent directly from the school/instructor to the library.
- The Library cannot commit to proctoring an entire course of study. Proctoring arrangements/appointments must be set up on a per test basis.
- The Library will not be responsible for tests that do not arrive on time, those that are interrupted or delayed by Library emergencies, power failures, weather issues, computer or network issues, etc. or for completed exams once they leave the Library's possession.
- The Library will meet the proctoring requirements of the testing institution wherever possible. Any perceived violation of the posted rules for the exam will be reported to the educational institution by library staff.
- Library staff members will observe the student while performing other tasks and assisting other patrons; we cannot provide direct in-room supervision or constant monitoring of the student during the test or provide written or verbal assurances that the student did not use notes, books, or other resources.
- The Library cannot guarantee quiet conditions for test-taking. The student may be seated in a public area or a private study room (if available), but there is no guarantee that the student will be under constant observation by library staff.
- Library staff must receive the following information before a test is sent to the Library for proctoring: student name, name of institution, and address, phone number & email of student. As a courtesy, the Library will attempt to notify the student when a test is received. However, it is the student's responsibility to make sure the test has arrived at the Library before their appointment time.
- Tests can be received via U.S. Mail, email, or fax, and may be returned via U.S. Mail or fax. The exam, plus any instructions or additional paperwork, must be sent to the Library so that it is received at least five (5) days in advance of the intended test date. It is the student's responsibility to obtain the mailing address, telephone number and fax number of the library branch where the test will be taken and to have the test delivered to that branch at least five (5) days before the scheduled test date. ****Note: There will be a per page fax charge to send/receive tests via library fax.**
- The Library can also receive tests from delivery services such as FedEx or UPS. However, tests can only be returned via these services in a pre-paid, pre-addressed envelope and only by prior arrangement with library staff. Some branches may be unable to provide this service.
- Individual librarians & library personnel are not assigned to proctor specific exams or students. Exams may be proctored by any staff member, and substitutions may be made at the discretion of the Library. Because of staff schedules, the staff member who begins proctoring the test may not be the same staff person on duty when the test is complete.
- The student must contact the Library at least 48 hours in advance to schedule an appointment to take the test. Cancellations may be rescheduled. No-shows will be rescheduled one (1) time; if the student is a no-show for the second booking of the test, the test will be destroyed or

returned to the institution if postage is provided, and no further appointments will be made for that student.

- Printing, faxing or photocopying of tests, answer sheets & other paperwork will be charged at the current rate per page.
- Postage for mailing tests to the student's institution will be paid by the student or the school or institution, not by the library. Envelopes and other mailing supplies will not be provided by the Library.
- Library staff will verify the identity of the student by requiring a current photo ID before administering the exam.
- Students should not bring phones, tablets, laptops, PDAs, cameras, calculators, books, tote bags, or other equipment or materials prohibited by the exam instructions into the Library. The Library cannot provide storage for such items during the test.
- Students are responsible for providing all allowed materials & supplies, including paper, pencils, pens and calculators.
- The Library will not hold tests beyond their expiration dates. Tests not taken by that time will be destroyed or returned to the institution if postage is provided.
- It is the student's responsibility to follow up with the institution, to ascertain that the test was received there. The Library will not keep copies of completed test materials.
- If it is determined that a proctoring request is unreasonable or its demands are too burdensome to administer, the Library reserves the right to deny this service on a case-by-case basis.
- Tests mailed or shipped to the Library should be addressed as follows:
 - Proctoring Services
 - Ouachita Parish Public Library
 - (Name of Library Branch)
 - (Mailing Address of Library Branch)
 - (City, State, Zip Code)

Mailing addresses, phone numbers and fax numbers for individual library branches can be found on the library's website at: www.oplib.org

For additional information about Test Proctoring Services, contact the Reference Department at the Main Branch Library at 318-327-1490 Ext. 3008.

In consideration of the fact that the Library provides proctoring services at no charge, students, instructors, and testing organizations/institutions agree by accepting such services to release the Library from any claim for damages arising out of the Library's performance of said proctoring services. The Ouachita Parish Public Library reserves the right to limit or discontinue test proctoring services at any time, without prior notice. (Approved by the Board of Control, 9/5/2013)