

## **CARTERET COUNTY PUBLIC LIBRARY SYSTEM PROCTORING GUIDELINES**

The Carteret County Public Library supports learning and distance education by providing a limited exam proctoring service. The following guidelines address the responsibilities of the student and the testing institution as well as the parameters of the service provided by the Library.

### **GUIDELINES**

1. The testing institution must be aware that the Library does not closely observe students during the test.
2. Proctoring services are only available at the libraries in Beaufort and Cape Carteret; fees are \$20.00 per test and must be paid before the student receives the test.
3. Students must make arrangements at least one (1) week in advance. At the time the arrangements are made, the student supplies a name, address, telephone number, name of testing institution, email and expected date and time for exam. The testing institution will communicate with the Library to confirm arrangements of the delivery of the exam and will be responsible for understanding the limitations of the Library's service.
4. Printed exams must be sent directly to the Library, marked **ATTN: EXAM PROCTOR**.
5. The library staff that handles the examination will be the person(s) assigned to the Circulation Desk at the time the student takes the examination. This is not necessarily the same Library staff that made arrangements with the testing institution. The Library staff will be performing all of the regular responsibilities of their assignment at the Circulation Desk at the same time that they are proctoring the exam.
6. The confirmed date and time that the exam will be given will be based on the Library's ability to have proper staff available to proctor the exam.
7. Students must sign this form before receiving the examination.
8. Students must show picture identification before receiving the examination.
9. Students must provide a U.S. Postal Service postage-paid envelope that will be used to return the completed examination to the testing institution. The library cannot coordinate pickup of materials by FedEx, UPS, or any other commercial carrier.
10. Copies of completed exams are not retained, nor can entire exams be faxed to the institution. The Library will fax answer sheets up to 3 pages in length.
11. Examinations not completed by the student within 30 days of receipt by the Library will not be retained unless the student has made prior arrangements.
12. Testing accommodations at the Library may vary. For example, children's programs are regularly offered in the library. These programs generate a great deal of noise and activity. It is the student's responsibility to ensure that the physical facilities are adequate for their test-taking requirements.

## **ADDITIONAL PROVISIONS FOR ONLINE EXAMINATIONS**

1. The Library will provide a computer that has Microsoft Office and Internet access with Internet Explorer.
2. The Library will reserve a public computer in advance. If more than 30 minutes are required for the exam, the Library may reserve the public computer for additional time to accommodate the exam.
3. Students must call the Library the day prior to the exam to confirm that the computer booking has been made.
4. The Library does not allow the installation of any special software that may be needed to complete the examination on a Library computer. It is the student's (not the Library's) responsibility to ensure that the library's computing resources are adequate for their test taking requirements.

**I UNDERSTAND AND AGREE TO ALL OF THE PROVISIONS AND RESPONSIBILITIES OF THE LIBRARY'S PROCTORING SERVICE**

Student's Signature: \_\_\_\_\_

Student's Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_

**CARTERET COUNTY PUBLIC LIBRARY SYSTEM  
PROCTORING REQUEST FORM**

Student's Last Name	Student's First Name
Student's Phone #	Student's Email

Name of Educational Institution	Contact Name and Position
Address	Contact Phone #
Contact Email	Contact Fax#
Course:	

Preferred Date and Time for Exam:

	Date	Time
1 <sup>st</sup> Choice		
2 <sup>nd</sup> Choice		

Length of Exam: \_\_\_\_\_ hours      Written: \_\_\_\_\_      Online: \_\_\_\_\_

**I acknowledge that I have read and understood the Carteret County Public Library System Proctoring Guidelines:**

Student's Signature: \_\_\_\_\_

Student's Name Printed: \_\_\_\_\_

Date: \_\_\_\_\_

Library Staff Check List:

- \_\_\_\_\_ Student paid
- \_\_\_\_\_ Student showed identification
- \_\_\_\_\_ Staff initials- took the request
- \_\_\_\_\_ Staff initials- proctored the test