

Requested Exam Date: _____ Institution (School): _____ Exam Title: _____



Exam Proctoring Policy

Approved NCLS Board of Trustees May 1, 2014

To support the library's mission of lifelong learning opportunities, NCLS staff may proctor tests for secondary and post-secondary education students who are enrolled in distance learning programs or classes. It is the responsibility of the student and the institution requesting the proctoring of a test to verify that the guidelines and conditions presented here are acceptable.

Guidelines/Conditions

- **NCLS charges \$25 per test for proctoring services. This fee is due before the exam is administered. Acceptable forms of payment include: cash, check, or credit card only.**
- An individual needing to schedule an exam must first submit a signed copy of the NCLS Exam Proctoring Request Form. Test takers can mail, scan/e-mail, or bring the Request Form to the Covington Branch Library, or the Porter Memorial Library.
- An NCLS Exam Proctoring Request Form must be submitted for each exam that is proctored by NCLS staff.
- Please be sure to indicate either the Covington Branch Library or the Porter Memorial Library as your testing location. **Due to limited hours, Newborn Service Outlet does not offer Proctoring Services.**
- Exams must be scheduled with at least a one week's notice.
- Staff will only administer exams during regular Library hours.
- The library cannot guarantee a specific proctor.
- The institutions requiring proctored tests are responsible for making sure that the Library staff receives the examinations.
- If an exam has been scheduled, but no staff is available to administer it, the appointment will be cancelled or re-scheduled.
- A valid License or ID must be submitted to staff for verification of identity on the day of the exam or the test cannot be proctored.
- The Library cannot proctor any online exams that require modifications of public access computer settings.
- Limited staffing prevents the Library from monitoring the student for the entire duration the exam.
- Library staff cannot interpret test instructions for the student nor assist in any technical manner with examinations.
- Library staff cannot scan exam materials and supporting documents, but these items may be faxed or mailed instead.
- The Library is not responsible for completed examinations which have gone astray due to postal delays.
- The Library will not keep copies of completed examinations.
- Library staff reserves the right to refuse to sign any statement required by the educational institution that is inconsistent with our policy.

Select (Circle) Your Testing Location: Covington Branch or. Porter Memorial

I have read and agree to the above guidelines and conditions

Test Taker's Name (Printed) _____

Test Taker's Signature _____ **Today's Date** _____