

HCLS PROCTORING POLICY

As part of its mission to support lifelong learning, the Henry County Library System provides proctoring services for students enrolled in distance education courses and for testing required for career advancement. Exams may be on paper or online. The library will provide monitoring but cannot provide one-on-one proctoring or continuous, uninterrupted monitoring of exams. Proctoring is subject to the availability of authorized staff and will be undertaken provided the conditions set by the school can be met without undue disruptions to the library's normal functions. Students are responsible for determining whether the library's level of supervision matches the requirements of his or her institution. Exams are usually proctored in the public areas of the library; quiet and privacy cannot be guaranteed.

Proctoring services are offered only at the McDonough location by the administrative staff and are by appointment only; a minimum of 24 hours notice is required, more is preferred. Proctoring is only done during library administration hours. All exams (both paper and online) must be completed no later than 30 minutes prior to administration closing. The library will make every attempt to meet the needs of the student, but proctoring may be cancelled if the library is closed due to inclement weather or other emergencies, including computer malfunctions or severe staffing shortages.

The student is responsible for providing supplies, such as pencils, paper, forms, or blue books, which are not provided by the educational institution. The library cannot provide these items. Photo identification, such as a driver's license or school ID card, must be presented at the time that the exam is taken and must match the name on the exam materials. Students must have a PINES card with no overdue items, fines or fees on their account.

A fee for proctoring is set by the Henry County Library Board and is payable at the time the exam is taken. Currently the fee is \$20 for tests that are two hours or less, and \$50 for tests lasting more than two hours. The school or the student is responsible for providing a properly addressed envelope with sufficient postage for returning the exam to the school. The library is unable to provide overnight delivery service. Testing materials will be handled in the same manner as all other library mail. Staff is not able to make special trips to the post office or arrange for pickup by delivery or mailing services. The library cannot assume responsibility for completed exams that are not received by the educational institution.