

PROCTORING SERVICES

Students must verify that the following conditions are acceptable to the institution giving the test before having an exam sent to the Nicholas P. Sims Library. If this policy does not meet the student's needs, the student should contact the educational institution that is administering the test for other proctor recommendations.

- The proctoring fee is \$20 per test. All fees are payable just prior to the examination. The Library accepts cash and personal checks. Credit/debit card payments accepted with a 2.5% Processing Fee.
- The student will be required to present a valid picture I.D. at the time of the exam.
- Examination appointments must be scheduled within the normal work hours of the Library and will be scheduled around the duties of the proctor. An exam may need to be rescheduled if a conflict arises in the proctor's schedule, so students should avoid scheduling for the last possible day of the exam period.
- The student is responsible for all arrangements with the institution administering the exam as well as any follow-up concerning questions or problems.
- The student is responsible for contacting the proctor to confirm the exam(s) has been received and to confirm the scheduled proctoring time before arriving to take the exam.
- The proctor will abide by the instructions and regulations from the institution administering the exam concerning time constraints, prohibited materials and devices, etc.
- The student is expected to come prepared with the necessary supplies to take the exam.
- Proctors will not monitor a student continuously during an exam, but may check on the student periodically. The Library cannot provide a locked or secure place for the test, nor a quiet study room. The use of cell phones or visiting with others is prohibited.
- At the conclusion of the exam, the exam will be returned directly to the testing institution via the U.S. Postal Service at the next regularly scheduled postal pickup from the Library. Exams will not be returned via UPS or FedEx.
- The Library will retain a copy of the exam for a specified time period only if directed to do so by the institution. The Library is not responsible for any delayed tests, nor for any completed tests once they leave the Library's possession and have been mailed back to the educational institution.
- The Library will not be responsible for tests that are interrupted by Library emergencies, power failures, or computer hardware or software failures.
- The Library reserves the right to substitute a proctor in the event of the original proctor's absence.
- Any violations of these guidelines or to the specific guidelines provided by the institution will be reported to the institution and may result in termination of proctoring privileges.