



# Andrew Carnegie Free Library & Music Hall

## TEST PROCTORING POLICY

### STATEMENT OF POLICY:

1. Library staff will directly supervise the test-taker at the beginning and end of the exam and conduct periodic checks throughout the exam, but cannot monitor the test-taker continuously.
2. There is a \$25.00 fee per exam (\$10.00 fee per exam for Carnegie residents) prior to the exam being taken.
3. Students must make arrangement at least 48 hours in advance. At the time of scheduling the student will supply a name, address, phone number, name of testing institution and expected date and time for exam. The student must sign the attached form prior to administration of any exam.
4. It is the student's responsibility to ensure that the physical facilities are adequate for their test taking requirements. Quiet study areas may not always be available.
5. The student is responsible for all supplies needed (i.e., pencils, papers, etc.) to complete the exam.
6. The librarian who administers the paperwork for the examination will be the librarian in charge at the time the student takes the examination.
7. The librarian will verify the identity of the student by requiring presentation of a photo ID prior to the examination.
8. Exams will be administered during the Library's operating hours. The test must be completed 30 minutes before closing time.
9. Completed paper examinations will be returned to the testing institution via the U.S. Postal Service in postage-paid envelopes provided by the student or the institution. The Library will not coordinate pickup of materials by Fed Ex, UPS, or any other commercial carrier. Copies of completed exams are not retained. Examinations faxed to institutions will be charged at the usual fax rates in effect at the time of the examination.
10. Examinations not completed by the student within 30 days of receipt by the Library will not be retained by the Library unless the student has made prior arrangements with the Library.
11. The Library is able to provide online examinations. All Library computers have access to Microsoft Word, Microsoft Excel, and the Internet. Non-residents will be provided a guest card for computer use. 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 responsibility to ensure that the Library's computing resources are adequate for the test-taking requirements.
12. The Library and its staff are not responsible for completed tests that are not received by the testing institution. The student must contact the institution to determine if the completed test was received.
14. The student agrees to waive, release, and/or discharge, the Library and Library staff administrating the exam, from any and all liability as a result of administration of the examination. The student thereby acknowledges that the Library and the Library staff take no legal responsibility for the content, delivery, results and/or any publication(s) of the results, arising and/or related to the student's examination and/or the Library's administration of the exam.

**Andrew Carnegie Free Library—Proctoring Request Form**

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone Numbers \_\_\_\_\_ E-mail Address \_\_\_\_\_

Name of Testing Institution \_\_\_\_\_

Requested Exam Date \_\_\_\_\_ Requested Exam Time \_\_\_\_\_

Time/Length of Examination \_\_\_\_\_

Paper Examination \_\_\_\_\_ Online Examination \_\_\_\_\_

I have reviewed the Test Proctoring Policy. By signing below, I agree to the following rules for taking an examination proctored by a staff member of Andrew Carnegie Free Library:

1. I agree to pay all proctoring fees to the Library with this application. Payment of \$25.00 is attached, or \$10.00 for Carnegie Borough residents (proof of residency is required). I assume responsibility for all other exam-related costs incurred by the Library, such as postage, photocopying, or other expenses. I understand that the Library will not return the examination to the testing institution prior to payment by me to the Library.
2. I have attached the examination instructions and requirements along with this application.
3. I understand that, although the Library staff will do its best to meet my scheduling needs, the Library staff will make the final date and time decisions regarding the test schedule.
4. I understand that the Library has no legal obligation to provide proctoring and that a Library staff member will not be present during the examination.
5. I will arrive for the examination at the scheduled time and date. If I do not arrive at the designated time, I understand that the test will not be rescheduled, and I will forfeit all fees that I have paid.
6. I agree to follow all instructions of the Library staff member regarding the examination.
7. I agree to take personal responsibility for the contents of the examination and waive, release, and/or discharge, the Library and the Library staff administrating the exam, from any and all liability as a result of administration of the examination.
8. I thereby acknowledge and agree that the Library and the Library staff take no legal responsibility for the content, delivery, results and/or any publication(s) of the results, arising and/or related to my examination and/or the Library's administration of the exam.

Signature \_\_\_\_\_

Date \_\_\_\_\_

Signature of parent/legal guardian if student is a minor \_\_\_\_\_

Date \_\_\_\_\_

**STAFF USE ONLY:**

Institution Name \_\_\_\_\_

Exam Date \_\_\_\_\_

Exam Time \_\_\_\_\_

Staff Member Proctoring the Test \_\_\_\_\_

**Receiving the test:**

Do the test requirements meet the terms of the Library policy? Yes \_\_\_ No \_\_\_

How many exams will the student be taking? \_\_\_\_\_

When will the student take the exam(s): \_\_\_\_\_

**Administering the test:**

Valid photo ID presented? \_\_\_ Yes \_\_\_ No

Total proctoring fee of \$25.00 or \$10.00 collected? \_\_\_ Yes \_\_\_ No

Proctoring fee paid by \_\_\_ cash \_\_\_ check (Initials \_\_\_)