TEST PROCTORING POLICY

The professional staff of the Roswell P. Flower Memorial will offer proctoring services under the following guidelines:

- Proctoring tests is a service provided as a courtesy to our community. Scheduling exams is at the library's discretion.
- The test will be proctored on library computers only. Other materials allowed will be based on the testing rules.
- To arrange to have an exam proctored, the student should contact a Librarian at least five days in advance to arrange date and time for exams and to complete any preliminary paperwork. It is the student's responsibility to verify that the proctoring conditions provided by the Roswell P. Flower Memorial Library meet any requirements of the school or professional organization administering the test.
- A librarian will proctor the exam, which must be completed in the reference sections of the library. Librarians schedule proctored exams based on their available times.
- Students should inform the reference staff of cancellation of or the need to reschedule an exam at least 24 hours before scheduled time via email or phone. The staff reserve the right to cancel the exam if the student is more than 15 minutes late.
- All students will be required to show a picture ID before taking the exam. The exam will not start before the scheduled time.
- The student may only take the exam once during their scheduled time. If they need to take another exam, a separate appointment must be made.
- If a student reschedules or fails to show up three times, staff reserve the right to deny further proctoring appointments.
- Students must ask permission to use the restroom. Students are not allowed to take electronic devices to the restroom.
- Librarians only proctor the test. They do not have knowledge of the test program nor have any access to test scores.
- The student must provide the cost for mailing and/or faxing the examination; the library will mail or fax the exam by the next business day.
- All examinations must be mailed to the Roswell P. Flower Memorial Library, Attn: Reference Librarian, 229 Washington Street, Watertown, NY 13601 or emailed to: watlib@ncls.org or to the librarian's email who is scheduled to proctor the test. Inquires may be made at the following number: 315-785-7714 or 7715 or 7701. The Library is not responsible for lost or delayed materials.
- Any examinations not taken as scheduled will be held for two weeks and then returned to the school or professional organization.
- This written policy will be provided to institutions as requested.

NOTE: For all exams, the librarian and the student are in a public area and the student is not watched constantly, as the librarian will also be on duty at a public service desk. Staff will also attempt to keep noise level to a minimum, but student should keep in mind that testing in an area of complete quiet will not be achievable. *Re-adopted by the Flower Memorial Board of Trustees on, January 9, 2024*