Austin Public Library
Policy on Exam Proctoring

Service: The Austin Public Library offers free proctoring services based on the availability of personnel and technology. Registered SELCO library card holders in good standing with Austin Public Library may use exam proctoring services.

Fees:
The service must not involve any direct cost to the Library. Students or the administering institution will be responsible for providing postage and any other expenses incurred. Completed exams will be returned to the testing institution via the US Postal Service, FedEx or UPS in postage paid envelopes provided by the student or institution, or via email scanning when possible.

Availability:
- Exams are proctored by appointment only – no walk-in exams can be proctored.
- A minimum of one week advance notice is required.
- All test-taking requirements must be received from the issuing institution before any tests are taken.
- Exams will be scheduled during the proctor's regular work hours, which occasionally include evenings and weekends.
- Tests must be completed 30 minutes before the Library closes.

The Library Cannot:
- Directly Supervise students
- Reserve a computer for a specific time

Library Responsibilities:
- Provide students with a place to take the exam
- Check student ID
- Distribute or print paper work
- Return the exam using provided pre-stamped and addressed envelopes, or email

Student Responsibilities:
- Check with the proctor to make sure the Library can meet all test requirements
- Schedule proctor session through phone or e-mail
- Obtain institution signature on this policy.
- Provide postage
- Arrive promptly at the agreed-upon time, presenting SELCO library card and student ID
- Secure personal items before the test begins

I have read the above policy:

Signature (student)_____

Print name_____ Date_____

Institution Signature: _____

Print name/title _____Date_____

Last Reviewed: May 2016
Adopted: May 2013