Test Proctoring Guidelines

Reference: Adopted by the Library Board
                 August 25, 2009
                 Revised and adopted by the Library Board, September 30, 2014

The following guidelines pertain to:
- the institution requesting the proctoring of a test,
- the student taking the test, and
- the library staff who will proctor the test.

It is the responsibility both of the student and the institution requesting the proctoring to verify, before sending the exam to the Cloquet Public Library, that the guidelines and conditions presented here are acceptable.

The Library

The library does not monitor the student during the test.

Library staff cannot interpret test instructions for the student, nor can they assist in any technical manner with an online test.

The Library reserves the right to cancel the exam for reasons due to technical malfunction, staffing changes or availability, inclement weather, or other unforeseen emergency.

Note: Library staff does not write individualized letters (including those regarding credentials) or tailor its policy to meet an institution's requirements.

Cloquet Public Library must:
- Provide a study room or computer for the exam
- Check the ID of the student taking the exam
- Send the completed exam to the test institution, either online or in an envelope with postage pre-paid by the test taker

The Student (test taker) responsibilities:

Test takers are responsible for supplying all materials, including paper, pencils, calculators, and audio equipment such as headphones.

Tests must be completed one-half hour before the library's scheduled closing time.

Students must:
- Reserve a computer or study room in advance. (If more than 60 minutes of computer time are required, staff may, at the beginning of the session, extend the time limit on use of the public PC workstation to accommodate the exam.)
- Ensure in advance that the computing resources are adequate for their testing requirements
- Contact the Library Director at least one week before possible test dates
- Provide a valid photo identification
- Arrange all necessary contacts and communication with the school offering the exam
- Call the library to verify that the test has arrived

- Arrive at the library at the agreed-upon time and date
- Bring supplies needed for the exam
- Provide proper postage in the event the test must be mailed to the testing institution

Testing Institution responsibilities:

Institutions requesting that a student take an online examination must realize that the Internet is not considered to be a secure environment. (See the Internet & Computer Use Policy) Installation of any special software that may be needed to complete the examination on a library computer is left to the discretion of the library director.

Testing institutions must:
- Inquire in advance if the library's computers have the necessary software and technical requirements for the online exam, including browser and flash requirements, as library staff will not update browsers or software at the time of the exam. However, they may be able to do so prior to the exam.
- Send the test to the Cloquet Public Library, to arrive by the agreed-upon testing date
- Provide clear instructions for the student taking the test