

## Proctoring Guidelines

Dorothy Bramlage Public Library

We request that students reserve a proctoring session at least 24 hours before their test will be taken. Library staff has the right to decline to proctor a student's test if they arrive earlier than 15 minutes before their scheduled test time or if they arrive more than 15 minutes past their scheduled test time. Computer-based tests will be proctored on the library's public computer terminals. We will make every effort to start the proctoring session on time, but there may be a situation where a student has to wait for an available computer.

No proctoring sessions will be scheduled on Sundays or on Saturday afternoons between 12:00 p.m. and 1:30 p.m.

The Assistant Director is the official proctor on record. An actual test proctor will be assigned to a student depending on the day of the week and the time of the day that the student's test is scheduled.

We request that all passwords, tests, and instructions reach us 24 hours before the student is scheduled to take their exam.

Library staff will try to keep the noise level in the library to a minimum. There is no enclosed room available for testing, so if the noise level in the library is not acceptable, we encourage students to make arrangements elsewhere.

We will observe the student taking a proctored test, but we will not sit next to or with the student as he/she takes her test.

If test instructions do not specifically mention open book, open notes, the use of a calculator, cell phone, the student's own computer, or other electronic devices, we will assume that the student cannot use these items while taking their test.

Proctor Contact Information:  
Cheryl Jorgensen  
Assistant Director for Adult Services  
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