

Proctoring Request Form

As part of our goal to support lifelong learning, library proctoring services are offered at the Wamego Public Library, when space and staff time are available. Please be sure to read our entire policy (on back.)

- Proctoring services are typically available Mon, Wed & Fri from 9:00 am – 11:00 am.
- We need at least **one week's notice** to arrange proctoring.
- Students requesting proctoring services must be WPL library card holders in good standing.
- Testing is free of charge, but we require a \$20 deposit at least one week prior to the date of the exam. The deposit will be returned upon completion of the exam.

Contact Information

First Name _____ Middle Initial _____ Last Name _____

Address _____ Apt. # _____

City _____ State _____ Zip _____

Preferred Phone # _____

Email address _____

Test Information

Name of School _____

Name of Class _____ Number of Tests _____

Will the test be written or online/computer? Written Online/Computer

What is the deadline for taking this test? _____ What is the test's time limit? _____

What day & time would you prefer to take the test? _____

Policy on Exam Proctoring

Purpose

The Wamego Public Library supports life-long learning, and as such, may proctor online or written examinations. This service is based on the availability of personnel, facilities and technology and must not compromise other library services.

Eligibility

Students requesting free proctor services must be Wamego Public Library card holders in good standing (no outstanding fines or fees). At the time of the exam, the student must present a valid picture I.D.

Fees

The Library does not charge for providing proctoring services; however, a **\$20 deposit** is required at least one week prior to the date of the exam. The deposit will be returned upon completion of the exam. Students who miss a scheduled examination time or arrive more than 15 minutes late, will forfeit the \$20 deposit. The student will also be responsible for any incidental costs, such as postage to mail back the exam. Payment of costs will be due prior to the examination.

Scheduling Appointments

- All librarians, full and part-time, are able to proctor exams, as allowed by their work schedule.
- Students must make an appointment at least **one week** prior to testing.
- Students are responsible for calling or emailing the library prior to the exam to make sure the test or login information has arrived.

Guidelines

- The Library cannot guarantee a quiet or secluded area for the exam.
- The Library cannot guarantee that the proctor will remain in the room with the student for the entire duration of the test.
- The Library reserves the right to deny a proctoring request that is beyond the library's ability to administer.
- Proctors will enforce any time limits that are placed on the exam, as well as other rules set forth in the examination materials. The use of cell phones or visiting with others is prohibited. Any perceived violation of the posted rules for the exam will be reported to the educational institution.
- Librarians will not sign a proctoring verification that attests to more than the staff member has been able to do.
- The Library reserves the right to substitute a proctor in the event of the original proctor's absence.