



Proctoring

Howe Library provides free proctoring services for students.

Howe Library will provide workspace and limited supervision. Library staff will check identification if necessary. Library staff will proctor exams by appointment only. Appointments need to be made at least one week before the test. Exams must be taken during library open hours and must be completed 15 minutes prior to closing time. It is the student's responsibility to notify the library if the appointment needs to be changed or cancelled.

The student may use a library computer for online tests and time limits will be adjusted if necessary. Software cannot be installed on any Howe Library computer. All other needed equipment must be provided by the student or testing institution.

Library staff will verify the identity of the student by requiring a current photo ID before administering the exam. Library staff proctoring the exam will complete appropriate documentation forms provided by the institution. The Library will mail or ship completed exam to institution if a postage-paid envelope is provided or student or institution has made prior prepaid arrangements with another commercial carrier.

Howe Library is not responsible for any costs in obtaining or returning the examination. Examinations not completed by the student within 30 days of receipt by the Library will not be retained unless student has made prior arrangements. It is the student's responsibility to confirm that the test has arrived at the library before the appointment time.

Howe Library will not:

- Provide supplies such as test booklets, paper, pencils, etc., to students
- Time individual or multiple portions of the same exam.
- Directly supervise the student, except to begin and end the exam.
- Guarantee quiet work spaces, although we will make every effort to set student apart from high traffic areas of the Library.

Created April 2013.

This document is to be reviewed by the library director every five years.