

WJML Proctoring procedures

The test must be taken during scheduled Library hours and will be scheduled according to the library's availability. Test takers are required to make arrangements with the library for a proctored test no less than 72 hours in advance of a possible test date. Requests within that time frame are up to the discretion of the Reference staff.

Requests must be made to Jennifer Rusche, the Adult Services and Technology Librarian either via email (jrusche@mcclinc.org) or phone (610-828-0441 x107). When scheduling the exam, test-takers should provide the following information:

Name, phone number and e-mail address

Address and municipality

Expected date and time for the exam

Format of the exam (paper or online)

Expected length of time for the exam

Name of the institution offering the exam

Contact information of the teacher or testing center administrator.

The library environment will not be modified to accommodate a proctored test. While the library will make an effort to set the test-taker away from high traffic areas; however, the test taker must understand that there may be some degree of noise and activity in the library while they are taking a test.

The test-taker is responsible for making arrangements with the institution for delivery of the exam and/ or passwords needed for online access. The test-taker must confirm that "public library staff" meets the institution's criterion to serve as proctors. The test-taker is responsible for ensuring that all of the necessary examination materials and information have been received by the proctor prior to the scheduled exam. All reference librarians, full and part-time, are able to proctor exams, as allowed by their work schedule.

The library reserves the right to cancel a scheduled test due to unforeseen circumstances (e.g., weather, electrical/internet outage, staff shortage).

Before taking the exam, the test taker will be required to present a valid picture I.D. The test-taker is strongly encouraged to leave phone and other personal belongings in their car and bring in minimal personal items needed to complete the exam. The proctor will not sign a proctoring verification form that attests to more than they are able to do. The proctor will not provide personal information such as a Social security number, home phone number or driver's license number.

Library staff cannot interpret test instructions for the test taker nor assist in any technical manner with an online test. Test takers are responsible for supplying all materials, including paper, pencils, and calculators. If the test-taker chooses to use a library public computer or a library-supplied laptop, no external software can be downloaded.

Library staff will directly supervise the test-taker at the beginning and end of the test period and conduct periodic checks throughout the test period. Active proctoring (e.g., requiring staff to be

in the room for the duration) will be solely at the discretion of the library staff, to be determined beforehand. Tests must be completed 30 minutes before closing.

Library staff will not take the completed exam to the post office, UPS, or FedEx mail drop. We will include the completed exam with our regularly scheduled outgoing mail. The student or institution must provide a self-addressed, postage paid envelope in which to mail the exam. A test will not be accepted or returned by fax; however, a test can be scanned and emailed to the instructor/institution.

If the exam is taken on paper, the library will retain a hard copy of the completed test for 30 days past the scheduled testing time, after which the copy will be destroyed.