Test Proctoring Policies

In an age of online testing, customers, educational institutions, and employers now expect public libraries to serve as test proctors. Students taking online courses from local colleges, students enrolled in distance-learning programs, and adults taking exams for employment testing or job recertification make use of the test proctoring services that some library locations are currently providing.

- Library staff will proctor tests but we do not guarantee constant supervision or a quiet environment.
- Proctoring will be provided to all.
- Students must make an appointment with a designated staff member as well as reserving a meeting room. No "drop-in" test proctoring is provided.
- Before taking a test, the student must provide the necessary return postage if postage is not provided by the school. We require actual stamps or prepaid envelopes with exact postage, not money for postage.
    - Tests will be returned via U.S. Mail. All return postage charges are prepaid.
    - Special handling requirements for returning tests cannot be accommodated.
- Special software applications -- We will not proctor online exams that require the installation of special software or the modification of existing computer settings.
- The school must provide to the library ahead of time, the relevant tests/exams and instructions and the Library staff will read and follow all instructions.
- We reserve the right to cancel or postpone a proctoring session if test materials are not received in time; if test materials require clarification; if test materials incur any expenses other than postage; or if test materials otherwise exceed our ability to comply with the testing institution's requirements.

Approved by the Crete City Council, July 2022