

Proctor Policy for Yankton Community Library

The Yankton Community Library has a commitment to support lifelong learning. The library offers proctoring services to help facilitate this goal. The staff at the Yankton Community Library strives to meet the needs of the students and academic institutions to support continued education. This service is based on the availability of personnel, facilities and technology to do so. While the test proctoring service is available to all patrons, the library reserves the right to limit or deny this service. As such, the following requirements are set out:

Student Responsibilities:

Make initial contact with the Circulation Manager to set up proctor services, including providing student contact information and class details.

Have an active library card with Yankton Community Library.

Make arrangements with the academic institution to set up the proctoring process, including sharing this policy with the institution or teacher.

Schedule test times *at least* 24 hours in advance. Failure to do so may result in the library ending the proctor agreement.

Provide a valid driver's license or photo ID for verification of identity prior to each exam.

Arrive prepared with the necessary supplies to take the exam, which may include student ID number, passwords, & laptop.

While there is no charge for the proctoring service, students are responsible for any fees acquired for printing, scanning, faxing or mailing exam as required by the professor.

Costs:

Printing: \$.10 per page

Faxing: \$1.00 per page

Scanning to email: \$3.00 per exam

Mailing: Postage plus \$1

Library guidelines:

Though students will test in areas visible to library staff, there will **not** be someone in the same room to continuously monitor the student during testing.

Testing must be done during library business hours.

Proctors will enforce any time limits that are placed on the exam as well as other rules set forth in the examination materials, including reporting any suspected academic dishonesty.

The library will try to provide quiet areas for testing, but because of other library activities, silence is not guaranteed.

The Circulation Manager will be the main contact for students and academic institutions, but other library supervisors may assist the student in scheduling or starting exams.

If this policy does not meet the student's needs or the academic institutions requirements, arrangements should be made for another testing facility.