

Tupper Lightfoot Memorial Library

Proctoring Policy

Proctoring is free.

Test slots are available by appointment only.

Tests are taken in a one person, private testing room.

The proctor observes the testee from outside the testing room at increments of ten to fifteen minutes and is readily available during the testing.

Tests are taken during the hours that the proctor is available.

Tests may last up to three hours but must end at least thirty minutes before library closing.

The library assumes no liability for computer or network issues.

Exchange of information must be via email, though inquiries may be made in person or by phone.

In cases of emergency, e.g., loss of power, the library reserves the right to cancel or change the appointment with as much advance notice as possible.

The library reserves the right to deny a proctoring request that is beyond the library's ability to administer. For example, standardized tests that are administered by local educational testing centers are not proctored by the library.

Responsibilities of Testee

Appointments must be made at least one business week in advance of the testing via email to tlmlassist04@troycable.net.

The testee will be sent the proctoring policy and form via email.

Appointments may only be postponed or rescheduled one time.

The testee is responsible for scheduling the time for taking the test with the library and with the testing institution.

Failure by the testee to be on time for the appointment forfeits the appointment.

The testee is responsible for verifying that the testing institution has emailed necessary verification forms, exam instructions and any other needed documentation, e.g,

disability guidelines, at least two business day ahead of testing time to tlmldirector@troycable.net.

Testee is responsible for checking that computer resources are adequate.

At least one business day in advance, the testee must contact the testing institution to verify that exam materials were sent to the proctor.

At least one business day in advance, the testee must email the library tlmlassist04@troycable.net to verify appointment.

On test day, testee must provide current photo identification and the name on the identification must match the name on the testing materials.

Testee will bring supplies allowed by the testing institution and will show them to the proctor before the testing starts. Other items, such as bags and cell phones cannot be taken into the testing room.

Testee pays for any copies, scans or other incidental costs, e.g., postage.

Testee is responsible for verifying completion of test with testing institution.