



Proctoring Policy

Purpose

The DeWitt Community Library's commitment to lifelong learning includes providing exam proctoring services to those who are taking educational or vocational courses remotely. This service is based on the availability of library personnel, facilities, and technology needed to facilitate the exam. Prior to setting up an exam proctoring partnership with the library, please read the following guidelines:

Student Responsibilities:

- Students interested in having DCL staff administer an exam should contact the library prior to scheduling an exam to ensure our policy meets the institution's proctoring requirements.
- Due to limited staffing and technology offerings, we recommend that students schedule a time to take the exam 48 hours in advance by emailing info@dewittlib.org or calling (563)659-5523. All proctoring appointments must be made during normal library operating hours and exams must be completed at least 30 minutes prior to library closing.
- The student is responsible for making arrangements to take the exam, including confirming with library staff that the exam has arrived (electronically or via mail). It is not the library's responsibility to contact the instructor or institution on behalf of the student.
- It is the student's responsibility to make sure they have the necessary supplies needed for the exam and that the library's computer resources are adequate for test taking.
- Proctoring services are offered at no cost, but the student is responsible for any postage/envelopes or faxing fees. If the finished exam must be mailed, the library will include it in the outgoing mail the next business day. Scanning is available free of charge.

Other guidelines:

- The library will adhere to the test-taking guidelines set forth by the issuing institution. It is important to note that while staff will set-up the exam and periodically observe the student taking the exam, the library cannot provide constant, uninterrupted monitoring. If this is a requirement of your institution, we unfortunately cannot proctor your exam.
- The library cannot assign a specific staff member to administer a test. Additionally, it is possible that the librarian that initially issued the exam may not be at the service desk when the exam is completed. The student can still return the exam to the staff member on duty.
- Library staff will not sign any statement required by the educational institution that is inconsistent with our policy or with how the test is administered.
- The library does not keep copies of completed exams, nor is the library responsible for exams that are lost by the postal system or electronically.
- If the student is caught cheating on a test or accused of plagiarism, the library reserves the right to deny future proctoring services.

Approved December 6th, 2017 by the Library Board of Trustees

Revised November 4th, 2020