

# DANIEL BOONE REGIONAL LIBRARY

**SUBJECT: Test Proctoring**

**ADMIN 2-680**

**BOARD**

**SECTION: 600 – Library Administration**

**Approved: 10-14-04**

**Approved: 06-10-10**

**Revised: 02-14-13**

**Revised: 03-10-16**

## POLICY

Although Daniel Boone Regional Library (DBRL) facilities are not test centers, designated staff at the various DBRL facilities may proctor examinations for residents of the DBRL service area in our role of supporting life-long learning.

The staff provides this test-proctoring service at their convenience, when library responsibilities allow. As described in the Procedures, below, the library will charge a nominal fee to help cover the cost of staff time, coordination of the service, etc.

Individuals requiring test proctoring from a college located within our two-county region will be asked to request such service from that college.

## PROCEDURES

### 1. Purpose

Long-distance learning programs and some professions provide opportunities for independent study on the condition that exams be proctored. In recent years, the number of colleges and universities offering online classes has increased dramatically; this has led to increased demand from our patrons for proctoring services. In response to this demand, DBRL may administer examinations in our role of supporting life-long learning. The staff provides this service at their convenience, when library responsibilities allow.

### 2. Scope

Residents of our two-county area may apply for test proctoring. Note, however, that students of local colleges (e.g. Columbia College, Stephens College, William Woods University, Westminster College, Moberly Area Community College and the University of Missouri) will be referred to their own institutions for test proctoring. Individuals applying for test proctoring must have a valid DBRL library card.

### 3. Fees

Staff will provide proctoring services for up to one full test period (two hours) per person at no cost. For additional time for the first test or for additional tests, a fee of \$15 per hour (for full or partial hours) will apply to help recover some of the costs of staff time used in coordinating and supervising the exam, recordkeeping and other proctoring-related tasks.

The student will be responsible for the cost of any additional library services, including faxing, scanning and copying, at standard patron rates. Payment of fees and other costs will be due at the scheduled time of the examination.

The student is responsible for costs associated with returning the exam to the institution requiring the proctored test.

### 4. Administration

Depending on time and availability of staff, professional library staff (or designated staff) will administer either written or online exams. Staff at the Columbia Public Library will administer tests during regular scheduled hours: Tuesday 9 a.m.-12 p.m., Wednesday 5-8 p.m. and Friday 2-5 p.m. Patrons should contact the Southern Boone and Callaway County Public Libraries for test proctoring availability at each of those facilities. If it is determined that the proctoring request is unreasonable in its demands or too burdensome to administer, DBRL staff reserve the right to deny this service.

At least two weeks' notice is required for proctoring services at any of the three libraries.

Any individual needing test proctoring will need to complete the required form and discuss individual needs with the coordinator of this service at the facility where the individual plans to use the service.

The educational institutions requiring proctored testing are responsible for making sure that library staff receives the examination(s).