

DANIEL BOONE REGIONAL LIBRARY

SUBJECT: Test Proctoring

ADMIN 2-680

BOARD

SECTION: 600 – Library Administration

Approved: 10/14/04

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POLICY

Long-distance learning programs and some professions provide opportunities for independent study on the condition that exams be proctored. 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.

DBRL management will designate which staff provide proctoring services. Such staff will provide this service at their convenience, when library responsibilities allow. 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. Scope

Residents of Boone and Callaway Counties may apply for test proctoring service. 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.

2. 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.

3. 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.

Students are responsible for notifying their educational institutions of the time and place of the exam. Educational institutions are responsible for ensuring that the library receives the examination(s) in a timely manner.