

Lincoln Parish Library Test Proctoring Policy

The Lincoln Parish Library (LPL) offers test proctoring for distance learning and online students taking written and/or online tests. Proctoring is provided by appointment only, and a 48 hour advance notice is required. Students must make arrangements in person by filling out the **Test Proctoring Form**. Tests received without advance notice will be returned to the institution.

Students requesting test proctoring services are responsible for meeting the requirements of their educational institution as well as the Library's. Students must verify that the proctoring conditions provided by the library meet all requirements of the institution administering the test.

Research and Reader Services department staff members are available for proctoring during library public service hours. Students should allow adequate time for completion of the test regarding library hours. Testing appointments must be made so that the allotted time for the test ends at least one hour before the library closes (7:00pm Monday-Thursday; 5:00pm Friday; 4:00pm Sunday). The Library will only proctor tests received from the educational institution via mail, fax, email, or website. **The Library reserves the right to cancel the test for any reason.**

The Library provides staff to oversee the test, a location in which to take the test, and if necessary, a public access computer. The library will not provide peripheral materials such as scratch paper, writing implements, calculators, etc. **Please note that testing locations may not be private and/or quiet.** This is especially the case when doing tests online at a public computer. **While the student will be monitored, LPL staff cannot ensure that the student will be under complete observation during the entire test.**

The Library expects students to pay any fees incurred due to the printing of testing materials, return postage, or faxing tests to or from the institution. Printing fees are ten cents per page. Charges to fax tests are \$1.50 per page for local and toll free numbers and \$2.00 per page for long distance numbers. Faxes sent to the Library will incur a \$1.50 per page charge. There is no charge for proctor instruction pages and/or proctor verification forms. The Library is not responsible for the lengths of tests due to printing. **Printed tests must be accessible for printing by library staff at least 24 hours in advance of the test time. Any associated charges must be paid before the test is administered.**

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Test materials, emails, and/or instructions must be received at least 24 hours in advance of the scheduled time. It is the student's responsibility to confirm that all testing materials have arrived to the test proctor. The phone number for the Information Desk is 318-513-5510.

The Library reserves the right to refuse to proctor any test if the requirements exceed staff or facility capabilities. Reasons may include lack of available staff the day of the request, the length of the test, multiple cancellations by the same student, special requests or stipulations, etc. Staff will not sign a proctoring verification form that attests to more than the staff is able to do during the testing process. Staff will not provide a resume or documentation of educational or professional background to the examining institution.

The student will be required to present a picture I.D. before taking the exam.

The Library and staff are not responsible for difficulties arising from library computers, Internet connectivity, or online and/or the institution's testing software.

Students are expected to show up for their scheduled appointments. Students should contact their proctor as soon as possible if they cannot make their appointment and either schedule another time to take the test or provide instructions to their proctor for the test's return to the institution. A test appointment is considered void if a student fails to show within 30 minutes of the scheduled time or if he/she has not contacted staff within 24 hours of the test appointment to reschedule it. **A student may reschedule a test once.** The Library will not hold testing materials longer than 24 hours past a missed appointment. LPL will either mail the test back to the institution, if postage is provided, shred a paper test, or delete all emails containing testing information.

Adopted by the Library Board of Control on 01/16/2019.