

BETTENDORF PUBLIC LIBRARY INFORMATION CENTER EXAMINATION PROCTORING POLICY

Eligibility Guidelines

- Exams are proctored at no charge for Bettendorf residents. A Bettendorf Public Library card or valid photo ID verifying Bettendorf residence is required at time of test.

Process Guidelines

- A log is kept at the Library's Information Desk to record receipt and administration of exams.
- Test materials should be addressed to **Bettendorf Public Library, 2950 Learning Campus Drive, Bettendorf, IA 52722. Attention: Test Proctoring Materials.**
- When the exam is administered, the designated proctor is the librarian on duty at the Information Desk. The library cannot arrange for a specific librarian to proctor an exam. The librarian who begins proctoring the exam may not be at the Information Desk when the exam is complete. Therefore, the student may be returning the exam to a different librarian than the one who issued the exam. The librarian will not sign the name of another librarian on the form or exam.
- The Bettendorf Public Library will not proctor an exam in which the signature of only one designated staff-member is acceptable.
- The library will adhere to the test-taking guidelines set forth by the issuing institution. The proctor cannot *constantly* monitor the student taking the exam. Proctoring duties include: issuing the exam, filling out forms, monitoring the student taking the exam, and returning the completed exam to the issuing institution.
- The exam will be handled as with all other outgoing library mail. No special trips to the mailbox or post office are available. Commercial delivery services, such as pre-paid Federal Express, can be used if the exam is picked up at the library by the courier service.
- If the exam must be returned by mail and does not arrive with a postage-paid envelope, the student must provide either, 1) stamps and an envelope, or 2) pay for the library to supply.
- Exams not taken within three months of their arrival date will be returned to the institution if postage is provided, or shredded.

Student Responsibilities

- Students must call the library's Information Desk at (563) 344-4179 to confirm the test has arrived. The library will not notify students.
- Students are responsible for reserving any special equipment, such as audio or video equipment, required to take the exam. In the case of exams taken via Internet, the student is responsible for scheduling time on a public Internet station to take the exam, in advance.

- Students must complete exams 1/2 hour prior to closing.

Please adhere to this policy when arranging for examination proctoring at the Bettendorf Public Library.

Approved by Board of Trustees

November 15, 2001

Revised, May 9, 2002

Revised, October 8, 2009

Revised, April 9, 2015