

VALLEY COTTAGE LIBRARY

110 Route 303, Valley Cottage, New York 10989 • 845.268.7700 • www.valleycottagelibrary.org



Test Proctoring Policy

From time to time library users request the services of the library staff to proctor exams that they are required to take in a supervised situation. Generally, these users are taking long-distance courses via mail or the Internet.

In support of life-long learning, the Valley Cottage Library will proctor exams for residents of the Nyack School District. It is the test-taker's responsibility to verify that proctoring conditions provided by the library meet all requirements of the institution administering the exam. We can accept no more than two active test-takers at one time.

Application procedure:

1. To arrange exam proctoring it will be necessary for the test-taker to come to the Library to arrange a date and complete any required paperwork. Test-taker must show proof of residency (2 forms, ex. library card, driver's license, utility bill) at that time.
2. Other than completing forms provided by the testing institution, the library will not submit special letters, make telephone requests or submit staff credentials for review.
3. Any library staff member available must be acceptable as the proctor.
4. The library agrees to receive the exam; it is the test-taker's responsibility to verify that the exam has been received.

Testing Environment:

1. The library does not have a quiet area or private room for test taking. Exams will be taken while seated at a table in close proximity to the Information Desk.
2. The Library cannot provide proctoring if a librarian is required to be with the test-taker during the entire exam.
3. It is the test-taker's responsibility to allow adequate time for completion of the exam. Exams should not be scheduled during the last hour the library is open.
4. Come prepared with pens, pencils, erasers and scratch paper.

Exam Administration:

On the day of the exam, the test-taker will be asked to show photo ID for identification. Librarians will not grade examinations. The completed exam will be mailed in an envelope provided by the testing institution. Normally, the exam envelope will leave the building the next business day. We are unable to honor requests requiring special trips to the Post Office, FedEx, UPS, etc.

Adopted March 31, 2005