

Thompson Public Library

Test/Exam Proctoring Policy

The Thompson Public Library is committed to supporting life long learning. Therefore, the Library will proctor exams for individuals, subject to the availability of authorized staff and resources. There is no fee for this service.

Proctoring is available during regular Library hours, when the staff member responsible for administering the exams is on duty. Arrangements must be made in advance, to ensure that the test is delivered in adequate time. The Library will contact the student when the exam has been received to set a testing date. All exams must be delivered directly to the Library. The Library will not administer tests brought in by students.

The student must not require supervision while taking the exam. The Library is unable to provide one-on-one monitoring. Students will use a study room and be observed from time to time. The Library will note the starting and ending times of the entire exam, but cannot time portions of exams.

Prior to taking the exam, a photo ID must be presented.

Exams are to be completed one half hour before the Library closes.

Library staff cannot interpret test instructions for the student nor assist in any technical manner with an online test.

The student must bring any and all materials allowed, such as paper, pencils, calculator or headphones. Do not bring any materials or items not permitted, such as cell phones as they can not be securely stored at the Library.

Paper exams

Exams may be delivered to Library staff via regular mail or e-mail. Exams cannot be faxed.

The Library will not assume any postage expenses. The student/institution need to provide a return envelope with paid postage. The Library will mail the test the following business day using US Postal Service. Tests will not be returned via UPS or any other courier service.

Online Exams

It is the responsibility of the student to ensure that the computing resources are adequate for their testing requirements. The Library will provide a computer that has Microsoft Word and Internet access. Installation of any special software on a Library computer is not allowed.

Personal laptops will be permitted only if the Library has received prior approval directly from the institution.