Port Library Proctoring Guidelines September 2012

1. Testing times and dates must be agreed upon in advance to satisfy college requirements, or at least one week before the test. Port Library staff will notify students at least a day ahead if testing times need to be cancelled, or if proctors will change to avoid cancellation. Students are responsible for notifying their college if testing times or proctors are changed, as well as providing the Port Library with necessary paperwork or communication with the college should testing times be cancelled or proctors changed.
2. Port Library Staff, as proctors, accept donations for the proctoring service if testing times fall outside normal library hours. One half of the donation goes into library funds, while one half may be kept by the proctor. Donations are not required, but appreciated. Donations should be given to the proctor the day of the test.
3. Students may bring their own laptops, notes, textbooks, or calculators as allowed by testing guidelines. Students should make sure their laptops can connect to the Port Library’s wireless internet the day before the test. Students must be sure before the day of the test that the library computers or their own laptop contain software, hardware, and connection speed or other technological requirements to complete their test.
4. The Port Library guarantees to provide an internet-connected computer and quiet place only. Similarly, the Port Library is not responsible for noises outside the building that may or may not interfere with testing. The student understands that staff may come and go from the building and/or test area during testing. The library is not responsible for any distracting noise or activity in the library during the test.
5. Students must be sure all paperwork to be returned to the college is provided, filled out, signed, and returned (if necessary) before the day of the test. If a document needs to be mailed by the proctor before or after the test, the student will provide the postage.
6. The Port Library has an e-mail address, computer scanner, phone number, physical address, and PO Box that can be used for communication with the college or professor. The Port Library does not have access to a fax machine. Students are responsible for knowing the library’s communication availability and/or limitations.
7. Students may not bring in anything disallowed by testing guidelines, food or drink, music or noise generating hardware and software not part of the test, or children or other people with them to the test. Students may have cell phones, but they must be turned off for the duration of the test. Students may not take personal calls during the test.

The Port Library staff reserve the right to discontinue testing before or during a test with no consequences to library staff if students do not meet these guidelines.

Thanks and good luck with all your academic pursuits!

Port Library Staff Member \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Position\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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