Test Proctoring Policies and Procedures

The Nephi Public Library provides proctoring services without charge. The current library director is the library's coordinator of proctoring services. Please contact Nephi Public Library at (435)623-1312.

Each institution has its own set of rules for testing; it is our agreement with the institution upon being a proctor that we will follow their guidelines. Tests will be administered in our special collections room, with the availability of computer access and a quiet location.

In order to utilize Nephi Public Library's Proctoring Services...
Students should:

1. Submit a Proctor Request Form *prior* to making any appointments for exams.
2. Completely fill out any proctor form from their institution and bring it to the library director to sign.
3. Schedule an appointment within 5 business days of the test to allow for the library to receive exam and instructions from the testing institution. All appointments are during weekdays, with some available weekends depending on the libraries ability. No proctoring scheduling is allowed within 2 hours of closing hours of the library. We will not hold the testing room after 15 minutes; if you are late and someone else needs it.
4. Make sure prior to the exam date that the software their instructor will be using is compatible with the software available at the library. Library computers will not be modified to accommodate online tests.
5. Confirm that the necessary information has been sent to the proctor in sufficient time prior to the exam. If not received before it is not the responsibility of the library to provide additional time for the testing area.
6. Provide a current I.D.
7. Provide their own supplies such as scratch paper, pencils, USB drives, calculators, etc. Students must also provide envelopes and postage if the exam is to be mailed to the school. If the exam must be printed it is the student's responsibility to pay for the cost of the printing to the library.
8. We do not allow phones in the testing area, personal items, any materials (i.e. books, notes, or the like), and use of computers is not allowed if not specified on the test. If a professor decides to change the materials availability an email from the institution must be sent, we do not allow students to use them otherwise.

Cheating:

If a student is caught cheating or using any materials that are not allowed for the test, the test will immediately be pulled. It will then be sent to the institution whether finished or not and the institution will be notified of the incident. The Nephi Library cannot make any exceptions on this.

Proctor Request Form

Name: _____

Semester: _____

Institution: _____

Class/Classes: _____

_____

A separate request form must be submitted for each course requiring a proctor.

All proctoring appointments must be made within 5 business days in advance; we reserve the right to not allow a test to be taken otherwise.

The proctor will take submission of this form as an indication that the student is aware of and willing to comply with The Nephi Public Library's Policies and Procedures.

Submitting this form signifies that you have read and agreed to comply with the Policies and Procedures of the proctoring service of Nephi Public Library. You understand that the library staff will do its best to meet your scheduling needs, but the final decision on date and time of proctoring will be their decision. You understand that this service is subject to the availability of authorized staff and the ability of the library to provide the service without undue disruption of regular library services.

Signature: _____ Date: _____