

## Test Proctoring Policy

The Doris & Harry Vise Library of Cumberland University provides test proctoring when possible as a public service. The following policies will be enforced.

There is a \$50.00 fee for this service to compensate for administering and returning exams. This fee must be paid at the completion of the exam or through prior arrangements with the testing institution.

The library reserves the right to limit the number of tests per student.

The library will proctor written (open or closed book), emailed, or online exams. The library will not administer national standardized tests such as the GED.

A minimum of ten days advance notice is required before any test will be proctored.

Students must schedule a time and date that is convenient for the proctor. Exams will be administered during the library's operating hours on Monday through Friday. The test must be completed 30 minutes before the library closes. Appointments can be made in person, by phone or e-mail.

The student must arrive at the appointment time. The student is responsible for notifying the proctor as soon as possible if they can not make the appointment. The library reserves the right to cancel or change the date of any proctor test due to inclement weather, computer malfunctions, etc. The test will be rescheduled.

All test requirements, exam instructions and verification forms must be received from the issuing educational institution before any tests are taken. The student is responsible for ensuring that the examination and other required exam materials are sent to the proctor.

The student must provide all supplies needed (such as pens, pencils, calculator, paper, etc) to complete the test.

Library computer settings will not be modified to accommodate an online test. The library will provide a computer that has Microsoft Word and Internet access. Installation on a library computer of any special software that may be needed to complete the exam will not be allowed. It is the responsibility of the student to ensure that the computing resources are adequate for their testing purposes.

At the time of testing, the student must provide current photo identification and the name on the identification must match the name on the testing materials.

The proctor will *not* enter his/her personal information (Social Security number, driver's license, home phone number, home address, etc.) on the proctoring materials.

At the conclusion of the exam, the proctor will return the exam to the testing institution via the U.S. Postal Service, fax, or as a scanned e-mail attachment. The library will not arrange for UPS or FedEx pickup.

The library cannot assume responsibility for completed tests that are not received by the testing institution. The student must contact the institution to determine if the completed test was received. The library is not responsible for the content of exams that are sent to the proctor, or for completed tests once they have been mailed.

Proctors will not monitor a student continuously during the exam, but may check on the student periodically. Proctors will enforce any time limits that are placed on the exam, as well as other rules set forth in the exam materials. The use of cell phones or visiting with others during the testing period will not be allowed.

I understand and agree to the above policies:

Signature \_\_\_\_\_

Date \_\_\_\_\_

Complete the following (please print):

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone Number \_\_\_\_\_

E-Mail \_\_\_\_\_

Educational Institution \_\_\_\_\_

Length of time allowed \_\_\_\_\_

List three preferred dates and times: