

Shoreline Library Exam Proctoring Procedures

The Shoreline library is happy to assist students with distance learning exams whenever possible. However, we are not a proctoring service and do not charge fees for this service, so we must limit our proctoring to exams that fit within our requirements and do not impact library service.

General Guidelines

The library proctors printed exams *only*. We do not proctor online exams (even on the student's own laptop) as we cannot monitor what the student is doing while online. We do not proctor exams which require us to keep gem samples in our safe.

Exams must be sent via regular mail rather than emailed or faxed, and *they must include a copy of these guidelines* indicating that the institution understands our guidelines and limitations. We do not have a central branch email account accessible by multiple staff, we do not return exams by fax, and receiving the exam by mail ensures that a return envelope and postage can be included.

Exams can be taken only during library open hours, ending at least fifteen minutes before closing hours. Students need to schedule a time to take the exam when the librarian coordinating exams is in the building. However, an exam may be administered by any/all librarian staff, and not by one particular librarian, as we cannot guarantee when a specific staff member will be working in view of the student during the exam.

We cannot provide close, continuous supervision of the student once the exam has begun. The student is responsible for adhering to open/closed book limitations, as well as time limits, since KCLS staff cannot provide constant supervision. Closed book exams will take place in the open in a busy and sometimes noisy library; open book exams may be taken out of view in a study room if one is available.

To the best of our ability, the library will adhere to restrictions as listed in the exam cover letter, and we will not accept statements from the student as to time extensions, alternative mailing, or use of notes (e.g.). If the institution wishes to waive some restrictions, they must indicate so in the official paperwork sent with the exam.

If the library cannot adhere to restrictions as listed in the exam cover letter, we will indicate so before signing the document.

The library does not provide any test supplies.

The library will not keep a copy of the completed exam on file after completion of the test, nor will the library maintain a log of exams received or mailed from the library.

Exam mailing will be only by regular US Postal Service (no FedEx or UPS). Institutions or students must provide envelopes and postage *in advance* for the return of the exam. Exams will not be retained pending postage. Exams will be mailed on the following business day.

Student Responsibilities

Students must be aware of library proctoring procedures, and confirm acceptability of those procedures with the examining institution.

It is solely the student's responsibility to learn from the library when an exam has been received and to arrange for a date for the test to be taken.

Students must bring current picture ID.

Return postage and envelopes must be supplied *in advance* by the student or the examining institution.

Students must provide their own supplies as allowed, such as pens, pencils, paper, calculators, and so forth.

Branch Information

Send exams to: Julia Gibson, Reference Librarian, Shoreline Library, 345 NE 175th St, Shoreline, WA 98155

Hours generally available for exams: Tue 2-9, Thu 10-6, Fri 10-6, some weekends Sat 10-5, Sun 12-8. Please feel free to call with questions and concerns at 206-362-7550.

I have read and understand the library's proctoring procedures: _____

Print name and date: _____