



Westfield Washington Public Library Test Proctoring Policy

Westfield Washington Public Library (WWPL), as part of our commitment to the educational enrichment of the Westfield and Washington Township community, will proctor tests from outside educational institutions. Tests for students who are not residents of the WWPL service area will be offered on a case by case basis; these students should contact their local libraries to find if those libraries offer proctoring services. The tests shall be proctored within the limits set by the institutions with the following caveats:

- 1) WWPL will provide a librarian to proctor the test. If the student needs the proctor to be certified by their institution, they must have their institution send whatever documents are required for that certification. WWPL will not require its proctors to take any courses, etc., on proctoring.
- 2) WWPL will proctor only written or online tests. Tests which require the library to download and install test software will not be proctored by WWPL (it is our policy not to allow patrons to download and install software onto our public access computers). If the test contains an audio component, the student is required to provide suitable headphones (and in some cases, such as if the audio component is on cassette, etc., the playing device).
- 3) If the student who is taking the test is not sure as to the form of the test, it is up to the student to have the education institution contact the library to see if their test conforms to our rules.
- 4) It is the student's responsibility to schedule and confirm the time of the test with WWPL's proctor. WWPL will not proctor a test which is not scheduled beforehand.
- 5) The student shall follow all restrictions placed upon them by the education institution as well as WWPL.
- 6) WWPL will make good faith efforts to return the test materials as required by the educational institution within its general operating procedures (i.e. WWPL shall not be expected to mail (etc.) items on the day of the test if the outgoing mail has been picked up).
- 7) It is the student's responsibility to be sure that the test is taken within the period of time that the educational institution requires.

This policy will be given to each student asking WWPL to proctor a test for them.