

Proctoring of Exams

Policy Statement

In order to help members of the Baytown community meet their educational goals, members of the Sterling Municipal Library Public Service staff will consider requests to proctor examinations for Library patrons.

Rules

1. Library staff members are unable to remain with an examinee during an exam, therefore requests to proctor exams that require the full supervision of the examinee will be denied.
2. Library staff members must be able to fulfill their regular Library duties while serving as proctors. If the nature of an exam is such that it requires staff to be away from their regular duties for more than five minutes at a time, the request to proctor will be denied.
3. Library staff members are not available to read aloud any portion of an exam other than the directions. Requests to proctor exams that require an examiner to administer a section or sections orally will be denied.
4. Library staff requires at least one week notice when scheduling proctored sessions.
5. Exam sessions will be proctored only during regular Library hours.
6. The Library staff will schedule proctoring sessions at times that are most convenient to their schedule.
7. The Library will not be responsible for the postage fee associated with returning an exam. Exams mailed from the Library will be sent out according to the Library's regular mailing schedule. No special trips to the post office, or other mailing agency, will be made to send an exam.
8. Return of completed exams will be available by fax to local numbers. The Library will not return examinations via long-distance fax.
9. Any examinee that does not follow exam guidelines will automatically forfeit the exam. No appeal may be made to either the Library administration or the Library Board. Exam proctors have sole discretion in determining when the integrity of an exam has been breached.
10. Any examinee who fails to present for the scheduled exam without giving notice, will not be scheduled for another proctoring session.