

Kendall Young Library offers proctoring of examinations to further its role in supporting life-long learning. Library staff will administer either written or online exams at the Library during business hours.

Responsibilities of Student

- The student will initiate contact with library staff to proctor the exam at least 24 hours in advance.
- Proctoring services are scheduled during regular Library hours.
- The student is responsible for making arrangements to take the exam including calling the library to make sure the test has arrived (electronically or via mail) and scheduling a time to take the test. The student will schedule the exam time to end no less than 30 minutes before the closing of the library.
- The student is responsible for ensuring that the computer resources at the library are adequate and available for test taking. We do not have video capabilities. The Library can provide earbuds for a fee if needed.
- Students are responsible for any incidental costs, such as postage to mail back exams. Payment of costs will be due prior to the time of the examination.
- The student is responsible for providing a copy of this policy to the educational institution if needed.
- The student and the institution requiring proctored testing are responsible for making sure that the Library staff receives the examinations.
- The student will provide a valid driver's license or photo ID (if required) for verification of identity before the test will be proctored.

The Responsibilities of the Library and Staff

- The library will accept examination reservations based on availability of proctoring staff.
- The library staff will provide the student with copies of this policy.
- Library staff must receive the following information before a test is sent to the Library for proctoring: student name, name of institution, course title, and contact information for the student.
- Specific library staff are not assigned to proctor specific exams or students. The staff member who begins proctoring the exam may not be at the Reference Desk when the exam is finished. The student may be returning the exam to a different staff member than the one who issued the exam to the student.

- Library staff will observe the student while performing other tasks and assisting other patrons. Proctoring at the library will include issuing the exam, being aware of the student taking the exam, periodically observing the student, and signing the proctor form. If an institution requires the student to receive constant uninterrupted observation the library will be unable to proctor the exam.
- The Library Staff cannot guarantee quiet conditions for test-taking.
- Library staff may refuse to proctor an exam that is too burdensome or exacting in its demands.

Additional Information

- The finished exam will be mailed with other library mail or may be submitted electronically through scanning if that option is available.
- Unless the college or university specifically states the student is allowed to use a personal computer, the student will use a Kendall Young Library computer for the exam.
- Kendall Young Library is not responsible if a student misses a scheduled test. Cancellations may be rescheduled. No-shows will be rescheduled one time; if the student is a no-show for the second booking, the test will be destroyed or returned to the institution and no further appointments will be made for that student.
- The Library is not responsible for completed examinations lost or damaged due to factors beyond the Library's control, such as postal delays or email transmission problems.
- The library will deny future proctoring service if a student is caught cheating on an exam.
- The test, and/or password for access to the test, should be sent to:

Kendall Young Library
1201 Willson Ave.
Webster City, Iowa 50595
info@kylib.org

Accepted by the Kendall Young Library Board of Trustees 10/13/2009. Reviewed and revised 2/8/2011, 8/12/2014, 5/20/2024