



Proctoring Policy

The Fergus Falls Public Library provides test proctoring to meet the needs of students and learning institutions. This service is based on the availability of staff, facilities and the technology to do so. Students must sign this form to acknowledge their responsibilities and knowledge of the library's policies.

Student Responsibilities

- Students must arrange a testing time at least 2 business days prior to taking the test. They can do this by calling the library or stopping by in person.
 - Tests may be proctored starting 30 minutes after the library opens until 30 minutes prior to closing.
- Students must bring a valid driver's license or photo ID.
- Students must bring all items necessary for the completion of the test.
- Students are responsible for making sure the library has all the information needed for the test, including passwords and directions from instructors.
- If required, students are responsible for providing postage and envelopes.

Proctor Policies

- The library is unable to provide one-on-one monitoring. Proctors will periodically observe the student as time allows. The library cannot proctor tests for institutions that require the proctor to observe the exam in its entirety. This includes tests by Kaplan and ExamFX.
- The library may refuse to proctor an exam that is too burdensome or exacting in its demands.
- The library is not responsible for:
 - a student's performance on an exam
 - websites, email or internet access not working
 - exams lost electronically or by the postal system
 - keeping copies of exams
- The library staff person who signs a form agreeing to proctor may not be the staff person who serves as the actual proctor. In general, the librarians working at the Information desk during the test will serve as proctors.
- Library staff will not sign any proctor statement inconsistent with our procedures or how the test is administered.

Your Proctor

Present this information to your institution, if required.

Katelyn Boyer, Librarian
kboyer@fergusfalls.lib.mn.us
Fergus Falls Public Library
205 E Hampden Ave
(218) 739-9387

Student Name _____ Date _____