

Cornwall Public Library Proctoring Request From

<hr/> <p>Student's Name</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Resident of Cornwall Central School District?</p> <p>() ()</p> <p>Home Phone Cell Phone</p> <hr/> <p>Address</p> <hr/> <p>City, ST ZIP Code</p>	<hr/> <p>College Name</p> <hr/> <p>Professor's Name</p> <p>() ()</p> <p>Professor's Phone Professor's email</p> <hr/> <p>College Address</p> <hr/> <p>City, ST ZIP Code</p>
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Cornwall Public Library Proctoring Policy

- Proctoring services are available to residents of the Cornwall Central School District (the Cornwall Public Library service area)
- Student must schedule a date and time in advance. The library staff does not accept walk-ins for proctoring. Scheduling occurs at the convenience of the library, at non-peak hours at a time when adequate number of staff are available.
- The library cannot provide proctoring if a librarian is required to be with the student during the exam. The librarian will not monitor a student continuously during an exam, but may check on the student periodically. It is the student's responsibility to verify that the proctoring conditions provided by the library meet all requirements of the institution administering the exam.
- The student must present photo identification at the time the test is taken.
- When the exam is delivered to the library, all exam materials will be kept in a secure area of the library.
- Postage stamps and an envelope for mailing the exam is the sole responsibility of the student if the testing institution does not furnish a postage-paid envelope. The library is unable to honor requests requiring special trips to the post office, FedEx, or UPS.
- When the student has completed the test, the library staff member will sign the examination materials and mail them to the testing institution. Under no circumstances will the student be given the testing information to mail.
- Should the student not comply with the rules/regulations specified in the testing documents, the library staff will return the materials to the testing agency with a note to that effect and may refuse to sign the testing documents.
- The library assumes no responsibility/liability for the test actually getting to the testing institution.
- In the case of an online test, there are occasions when there are technical difficulties with either the computer equipment, the internet connection, or other factors which would prevent the student from completing the exam. Library staff has little to no control over such occurrences and assumes no responsibility or liability for tests that are unable to be completed because of technical difficulties.
- The library reserves the right to decline proctoring services if library staff feel that testing conditions cannot be met or if staff levels or schedules do not allow for availability of adequate staff.
- Testing materials will be mailed back to the testing institution if student does not show up for his or her proctoring appointment.

Approved by the CPL Board of Trustees 4.13.2010

Student Agreement

I have read the Cornwall Public Library proctoring policy and agree to the conditions outlined above. I understand that it is my responsibility to determine if the proctoring conditions that the library can provide meet the requirements of the exam. I understand that the librarian who proctors my exam will not sign off on my exam if the exam conditions have not been met. I understand that I cannot be continually monitored during my exam and that, if continual monitoring is a condition of the exam, the librarian will not sign the exam.

Student's Signature

Date

My exam is: Online Written

My exam will take approximately _____ hours.

For Internal Use

Proctor's Name: _____

Scheduled date of exam: _____

Scheduled time of exam: _____

Completed