ALLEN COLLEGE
STANDARD OPERATING PROCEDURE

Supersedes: 9/07, 05/09
No: 2-T-900-02
Date: March 2011
Written By: Library/Media Services Coordinator
Approved By: [Signature]
Jeffry D. Durham, PhD, RN, FAAN

SUBJECT: Test Proctoring by Library Staff

PURPOSE: To provide a consistent method of proctoring tests in the library.

EFFECTIVE FOR: Administration, Faculty, Staff, & Students

POLICY:

1. To schedule a test to be proctored by library staff, the faculty member must:
   A. Complete the Test Proctoring Form and provide it to the library staff prior to the time of the examination.
   B. The faculty member must attach the test and any required answer sheet (e.g., Scantron bubble sheet) to the Test Proctoring Form, along with a large self-addressed envelope for the return of the test items to the faculty member.

2. When the library receives tests to be proctored, they will be placed in a locked location that is accessible to all library staff members who proctor these tests.

3. Students must contact the library to schedule a test date and time, thereby ensuring that the student will have enough time to complete the test and that a library staff member is available to proctor at the time the student wishes to take the test.

4. Once the library staff has agreed to a time and date for the examination, this information will be recorded on the Test Proctoring Form, along with the signature of the library staff member making the test arrangements.

5. Only a member of the library’s staff may proctor the test. Student workers are not permitted to proctor a test in the library.

6. When the test is administered, the student will be placed in a location where the student can be observed at all times.

7. If the student cannot take the examination on the scheduled date and time, s/he is responsible for contacting the library staff and rescheduling the examination within the timeframe stipulated by the faculty member. In the event that the student is unable for any reason to complete the examination within the testing timeframe stipulated by the faculty member, the library staff will not administer the test. In this case, the student is responsible for contacting the faculty member and for requesting an extension of the timeframe for testing. If an extension is granted, the faculty member will contact the library staff to notify them of the timeframe extension after which the student must contact the library staff to arrange for a new date and time for testing.
8. Students should bring with them all materials needed to take the test, including a #2 pencil and/or pen, calculator, highlighter, or any other materials required to take the test.

9. Library staff is not responsible for students’ purses, book bags, or other personal belongings.

10. When the test is completed or the time limit is reached for the test:
   A. The library staff will collect the test; and
   B. Place any related test materials in a self-addressed envelope provided by the faculty member; and
   C. Return it to the intra-campus mail box in the Barrett Form mailroom for pick-up and delivery to the faculty member by the faculty secretary.
Allen College
Test Proctoring Form

Instructor Name: _____________________________________________

Course Name & Number: _______________________________________

Student Name: _____________________________________________

Time Limit: __________________________

Date Student Must Complete By: ______________________________

Open Books/Open Notes     Yes    ______    No    ______

Testing Tools Allowed: ____None  ____Calculator  ____Open Notes  ____Books
                                                  ____Dictionary  ____Scratch Paper  ____Computer
                                                  ____Highlight Pen  ____Other

Special
Instructions: _______________________________________________

_________________________________________________________________

Please instruct students to bring pencil/pen, calculator, and any other materials they may need to complete the test.

LIBRARY STAFF IS NOT RESPONSIBLE FOR STUDENT PURSES,
BACKPACKS, OR OTHER PERSONAL BELONGINGS.

_________________________________________________________________

Date and time student contacted library staff to arrange for testing:

Date: __________________________ Time: _________________________

Date and time scheduled for testing: __________________________

Signature of library staff member contacted by student: ________________

To be completed by proctor on date of test:

DATE & TIME TEST PROCTORED: __________________________

PROCTOR’S SIGNATURE: __________________________