

## **Proctoring Policy and Guidelines**

### **Proctored Testing**

Fontana Regional Library is committed to providing test proctor services to patrons who are enrolled in distance or online learning programs of study. Proctored tests or examinations are conducted by an approved Fontana Regional Library staff member who will be responsible for verifying the identity of the test taker, ensuring appropriate test conditions are met, and monitoring the test or examination.

### **Guidelines**

There is a \$10.00 fee per exam for this service. Payment is due on the day of service. Cash and check are acceptable forms of payment.

Exams are administered by appointment only and are offered based on availability of personnel. Exams should be scheduled at least 48 hours prior to the exam.

Exams and instructions must be received directly from the testing institution.

Exams will be administered during regular operating hours. Exams should be completed 15 minutes prior to closing.

The Library agrees to provide a reasonably quiet space for students to take the exam but students should be mindful that the library is a public building.

The Library will proctor both written and online exams. The Library cannot guarantee that technical problems will not occur when using the library's network or its computers.

The Library proctor will enforce time limits and any other requirements that are set forth in the exam instructions.

The student must present a valid photo ID at the time of the exam. Valid forms of ID may include a driver's license, a government-issued photo ID, or a current student ID.

Cell phone use or visiting with others is not allowed during the exam. Any perceived violation of the posted rules for the exam will be reported to the examining institution.

It is the student's responsibility to bring supplies needed for the test (e.g. pencils, calculator).

It is the responsibility of the student to know the exam deadlines and instructions.