

**JASPER DUBOIS CO CONTRACTUAL PUBLIC LIBRARY
APPLICATION FOR TEST PROCTORING SERVICES**

As a service to the community, the Jasper Dubois Co Contractual Public Library offers test proctoring for distance learning students taking online and written tests. This application must be completed, signed, and submitted, along with the fees, at least one week in advance of any scheduled test.

PLEASE PRINT

Name _____ Today's date _____

Phone _____ Secondary phone _____

Email _____

Class/Course _____ Institution _____

Instructor _____ Instructor phone _____

Instructor email _____ Instructor fax _____

Is the test: online _____ written _____ Will you need a computer? _____ Deadline for taking test _____

Fees

- The Library charges \$5.00 per test proctored. The fee must be paid at the time the test is scheduled.
- In the event the test is canceled by the Library, the fee will be refunded.
- If the student fails to take the test at the scheduled time and fails to notify the Library prior to the scheduled time, the \$5.00 fee is forfeited, and if/when the test is rescheduled, an additional fee of \$25.00, paid in advance, will be charged.

Student Responsibilities

- Students must verify that the Library's requirements are acceptable to the educational institution before having the test sent to the Library.
- Students must call and verify that the written test has arrived and make arrangements for taking the test. If the test is online, the student is responsible for making sure the librarian serving as proctor has received emails regarding the log-in instructions and passwords, etc.
- Students must pay for any printing, copying, postage, and/or fax fees prior to the test with check or cash only.
- Students must show up at the scheduled day and time for the test. Students who fail to take the test at the pre-arranged day and time and who do not make prior arrangements will be charged an additional \$25.00 fee to reschedule the test. Continued failure to take the scheduled test will result in the loss of the privilege of having the Library proctor any tests in the future.

Library Requirements and Responsibilities

- Proctoring is provided by appointment only. A minimum of one (1) week advance notice is required
- The Library will only schedule tests on Mondays, Tuesday, Wednesday, & Thursdays from 10:00 am – 6:00 pm at the Jasper Library; Mondays, Tuesdays, & Wednesdays from 10:30 am – 6:00 pm & Thursdays from 10:30 am – 3:00 pm at the Ferdinand Branch; and Mondays and Wednesdays from 10:30 am – 6:00 pm & Tuesdays and Thursdays from 10:30 am – 3:00 pm at the Dubois Branch. Tests will not be proctored on Fridays, Saturdays, or Sundays. All tests must be completed and turned in at least 30 minutes before closing time.
- The Library will only proctor tests received from the educational institution via USPS mail, email, or website. Library staff will not proctor tests that students bring in themselves.
- The Library provides staff to oversee the test and a location in which to take the test, but does not provided equipment, tools or supplies for tests, i.e., calculators, pens, pencils, etc.
- Library computers may be used, but Library staff must be advised at the time the test is scheduled that a computer will be needed.
- Library staff is available for proctoring during the scheduled public service hours. The Library reserves the right to cancel the test for reasons such as weather or staffing changes.
- The Library makes every effort to provide a quiet location, but cannot always ensure a quiet environment, nor can it ensure that the student will be under compete observation during the entire test. Librarians will closely follow the institution's instructions for a closed book test.
- The Library will mail a written test back in a postage paid envelope, provided by the institution or student, following the test.
- In the event the student fails to take the test and does not make other arrangements and the deadline has passed, the Library reserves the right to either mail the test back to the institution, if postage is provided, or shred the test. Instructions and contact information will be discarded.

I UNDERSTAND AND AGREE TO THE ABOVE.

Name

Signature

Date test scheduled _____

Staff use only
Date test taken _____

Staff scheduling test _____

Staff proctoring test _____

Date fee paid _____