

Test Proctoring Policy

Long distance learning programs provide opportunities for independent study on the condition that exams are proctored. In response to this need, Rawlins Municipal Library will serve as a test proctor to support lifelong learning in the Pierre community. It is the responsibility of the student and the institution requesting the proctoring of a test to verify that the guidelines and conditions presented at Rawlins Municipal Library are acceptable to the institution giving the test. Rawlins Municipal Library reserves the right to limit or deny this service if the proctoring request does not meet the test proctoring guidelines.

Test Requirements

- Tests must be scheduled at least 48 hours ahead of time. Complete and clear instructions from the academic institution must be emailed to rawlinslibrary@ci.pierre.sd.us within 24 hours of the test.
- If complete and clear testing instructions are not received via email at rawlinslibrary@ci.pierre.sd.us from the testing institution within 24 hours of the test, the test will be cancelled.
- Rawlins Municipal Library reserves the right to cancel the exam for reasons such as technology malfunction, weather or staffing.

Testing Fees

- Rawlins Municipal Library cardholders in good standing will be charged \$10 per test.
- Non-library card holders will be charged \$15 per test.
- The testing fee can be waived at the discretion of the Library Director.
- Testing fees include all postage, faxing, and scanning fees.

Test Administration

- Exams will be proctored only at the availability of the Library staff.
- The library will provide space to take the test, but the library cannot guarantee that there will be a separate, quiet area available.
- A valid Driver's License or photo ID must be submitted to staff for verification of identity, or the test cannot be proctored.
- While the Library can proctor most exams, it cannot proctor any online exams that require public access computer settings be modified.
- The Library will keep no copies of completed examinations.
- Untaken exams left in the care of the Library for over one month will be discarded.
- Library staff cannot interpret test instructions for the student nor assist in any technical manner with an online test.
- If it is determined that the proctoring request is unreasonable in its demands or too burdensome to administer, the Library reserves the right to deny this service.
- Test proctoring is available during regular library hours.
- Tests must be completed 15 minutes before closing.

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