

# Test Proctoring Policy

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The Library provides test proctoring service to the general public in support of distance education.

Approved February 26, 2019

## Procedures

Staff will verify the student's identity by requiring photo identification before administering an exam. Test takers are encouraged to acquire a MRRL library card.

The Library does not charge a fee for proctoring. If staff determines that a proctoring request is unreasonable or its demands are too burdensome to administer, the Library reserves the right to deny any request for this service.

All preparations and expenses are the test takers' responsibility. When a test is returned via postal mail, an addressed, stamped envelope with appropriate postage must be provided by the school or the student before the test is administered. Copies of completed exams will not be retained by the library.

Exams should be mailed to:

Test Proctoring  
Missouri River Regional Library  
214 Adams  
Jefferson City, MO 65101

Exam instructions for an online test should be sent to [test@mrrl.org](mailto:test@mrrl.org) and must include the test taker's name in the body of the email.

The library provides a public computer with internet access for online exams. These workstations do not allow installation of any additional software. We cannot guarantee that technical problems will not occur. It is the student's responsibility to ensure that the library's computer resources are adequate for their requirements.

Test takers must phone the Library to insure their test material has been received.

The Library cannot guarantee quiet conditions for test taking, nor that the student will be under observation at all times. We cannot guarantee any specific staff will administer a given test.

Unless we receive instructions to the contrary, test takers are not allowed to use cell phones, calculators, books, notes, or their own electronic devices. Test takers are responsible for supplying all materials, such as pencils and calculators. Scratch paper is usually available at the library.

Library staff will not sign a proctoring verification that attests to any circumstances or conditions that are not accurate in describing the test taking conditions.

Exams may be proctored at the Main Library during the following times:

Monday – Thursday: 9am- 6pm

Friday: 9am-3pm

Osage County Branch Library proctors tests by appointment only.