

**WINFIELD PUBLIC LIBRARY
TEST PROCTORING POLICY**

September 2025

Winfield Public Library Test Proctoring Policy

I. Purpose

In support of the Library's mission to be a resource where people of all ages come to find answers, to meet with each other, and to nurture the imagination the Winfield Public Library Board of Trustees has adopted this policy to further that mission.

II. Fees

Proctoring will be provided by the library free of charge. However, the library is not responsible for the following costs which shall be paid by the patron being proctored or the patron's institution of learning at the library's normal fee rate:

- Printing of tests or other documents related to the test. Normal printing costs are 10¢ per page for black & white and 25¢ for color.
- Faxing of any documents. Faxing costs 50¢ per page.
- Postage. If the test is to be returned by mail, the patron must provide a postage paid envelope, if not provided by the institution of learning.

III. Scheduling

- Test proctoring is by appointment only and may be scheduled by contacting the Library's Director at (630) 653-7599. Appointments must be scheduled at least 1 week in advance. The Director will notify staff of any appointments.
- Tests will be scheduled according to staff availability and will not be scheduled before the library opens. Tests must be completed no later than one-half hour before closing.
- A test session will constitute no more than four (4) hours. Reservations for the library's internet computers may be made for up to four (4) consecutive hours for the purpose of taking a test.

IV. Test conditions

- Library staff will proctor written and online tests.
- Patrons taking online tests are encouraged to use their own laptop computers when possible
- If patrons use library public use computers, staff will not install any software, run any executable files (.exe), or disable any features of the library's network to accommodate the test. The library cannot guarantee that technical problems will not occur when using the library's wireless network or internet computers.
- Although staff discourage unreasonable noise in the library, the library cannot guarantee that the testing environment will be free of noise or other distractions.
- Library staff can provide intermittent monitoring but cannot provide uninterrupted direct supervision of the patron throughout the entire test. If the testing institution requires continuous direct supervision during the

entire test, library staff will not proctor the test, nor can library staff sign any form stating this.

- Any staff member designated by the Director may proctor tests. The library cannot guarantee to the patron or to the testing institution the name of the proctor or guarantee that the same staff member will be the proctor during the entire testing period.
- Proctors will enforce any written time limits that are placed on the test, as well as other rules set forth in the test materials. Any perceived violation of the posted rules for the test will be reported to the patron's institution of learning.

V. Patron responsibilities

- Photo identification must be presented at the time of the test and must match the name on the test materials.
- The patron is responsible for providing supplies, such as paper, pencils, etc., that are not provided by the testing institution. The library will not provide these items.
- Every testing institution has its own specific requirements for proctoring. It is the patron's responsibility to check with the Director to make sure the library can meet all of the requirements.
- It is the responsibility of the patron to call prior to the test to make sure the test has arrived. The Director will not contact patrons when tests arrive.
- The patron is responsible for coordinating the test with the institution of learning. Applicable staff will complete any form required by the patron's institution of learning stating the coordinator's qualification to act as a proctor. Staff will not provide personal information such as driver's license or Social Security numbers.
- Patrons will be given a copy of this policy and must agree to its provisions before the testing process will begin. An agreement form is attached to this policy.

VI. Other provisions

- Tests will be mailed or faxed to the institution of learning within twenty-four (24) hours of completion of the test. The library is not responsible for U.S. Mail service delays and does not provide a receipt of mailing.
- The library will keep a completed test for six (6) weeks from the date of the test, and destroy the test.
- Tests that the library receives and not taken will be held for six (6) weeks after receipt and then destroyed.
- Tests will be kept in a location determined by the library's designated proctor.

PROVISION FOR REVIEW OF THIS POLICY

This policy is the basis for the operation and services offered by the Winfield Public Library. It will be reviewed and/or revised on an annual basis. Any matters not covered in this or any other policy will be handled at the discretion of the Winfield Public Library Board of Trustees.

Signed and adopted by the Winfield Library Board of Trustees this 9th day of October 2025.

President, Winfield Library Board of Trustees

Secretary, Winfield Library Board of Trustees

Patron agreement for Test Proctoring at the Winfield Public Library

I _____, acknowledge that I have received and agree to abide by the Winfield Public Library's Test Proctoring Policy.

Signed

Date