

**HENDERSON COUNTY PUBLIC LIBRARY  
101 SOUTH MAIN STREET  
HENDERSON, KENTUCKY 42420**

July 16, 2008

**POLICY ON PROCTORING EXAMS AND TAKING SELF-DIRECTED EXAMS**

Proctored exams

As a service to the community, the Library will proctor written exams or exams requiring a computer for students according to the following guidelines:

1. The student must be allowed to take the exam without constant supervision. The Library cannot provide a staff person to sit with a student while he or she takes an exam.
2. The student is responsible for arranging the exam with his or her instructor or institution. This includes getting the proctor approved by the instructor or institution and ensuring that the proctor has all of the necessary materials and information to give the exam (e.g. test booklet, instructions, online password).
3. The date and time of the exam must be scheduled at least 24 hours in advance with appropriate library personnel at the convenience of the library. Students should give their assigned proctor at least 24 hours notice if they must reschedule an exam. The Library does not guarantee that a proctor will be available when exams have to be rescheduled.
4. Tests requiring the use of library computers must not require the installation of additional software or changes to user or security settings. Tests requiring the use of a library computer must be scheduled with a proctor from the Technology Department.

Self-directed exams

Students who do not require the services of a proctor may use a library computer or meeting room to take an exam according to the following guidelines:

1. Students ages 8 and over may use the Adult Computer Lab for taking online tests. The time limit for this computer lab is 60 minutes and students are advised not to begin a test in this lab if the test will take longer than 60 minutes to complete. Students will not be given extra time or special consideration in this lab if their test unexpectedly takes longer than 60 minutes to complete.
2. Students who need longer than 60 minutes to complete an online exam or who are uncertain of the time that will be required to take the exam should schedule an appointment with a member of the Technology Department. The appointment must be scheduled at least 24 hours in advance at the convenience of the library. Students should give the library at least 24

hours notice if they must reschedule an exam. The Library does not guarantee that a member of the Technology Department will be available when exams have to be rescheduled.

3. Tests requiring the use of library computers must not require the installation of additional software or changes to user or security settings.
4. Students may use the meeting room to take a written exam or a computerized exam on their personal computer by completing a Meeting Room Reservation Form.