

Stickney-Forest View Public Library District Proctor Agreement Form

Test proctoring service at the Stickney-Forest View Public Library is available for free to any Stickney-Forest View resident holding a valid library card. Test proctoring is available to non-residents for a nominal fee. Please read and agree to the following:

1. Time frame
 - a. Appointments must be scheduled at least one week prior to the date of the exam.
 - b. Appointments are subject to staff availability.
 - c. Proctoring may only take place during regular library hours. Tests are limited to three tests per day/per patron OR for up to three consecutive hours, subject to staff availability.
 - d. All tests must be completed 30 minutes prior to closing.
 - e. Proctoring is typically not available on weekends.
2. It is the test taker's responsibility
 - a. to contact their respective agency or institution and verify that they accept Stickney-Forest View Public Library's proctoring guidelines.
 - b. to arrange for the exam materials be sent to the proctor at the library's address.
 - c. to contact the Library to confirm that test materials have been received at the Library.
3. The Library can provide a public laptop with Internet access and Microsoft Office software for online exams.
 - a. This must be specified when making an appointment with a proctor.
 - b. These laptops do not allow installation of any additional software.
4. The Library will not be responsible for tests that are interrupted by Library emergencies, power failures, Internet disconnections, or computer hardware or software failures.
5. Qualified staff will be assigned as proctors per the proctoring coordinator.
6. The Library reserves the right to deny this service, if it is determined that the proctoring request is unreasonable or places an undue burden on the Library's facilities or staff.

On the day of the test:

1. Test taker must bring a photo ID as proof of identity.
2. Any supplies needed for the exam (calculator, pencils, etc.), or charges resulting from the exam are the responsibility of the test taker.
3. Proctors will try to remain with the test taker but may need to intermittently step away during the exam. Several staff members may be involved in proctoring, and the Library cannot guarantee that the same staff member will be available during the entire test period.
4. The Library cannot guarantee quiet conditions or that a private study room will be provided during the proctoring session. Meeting rooms may be reserved for exams in the same way and according to the same policies that they may be reserved for other patron uses.
5. No assistance in explanation of the exam can be provided by Library staff members, nor is it the responsibility of staff to understand the mechanics of the test.
6. Should a student require the services of a translator, such assistance is the responsibility of the student, and must be cleared beforehand with the school administering the exam.
7. The librarian will return the test by fax, scanned email, or mail. The Stickney-Forest View Public Library does not return tests by FedEx or other expedited mailing services.
8. The test taker must provide a stamped envelope if needed. SFVPLD is not responsible for insufficient postage or tests being lost in the mail.
9. In the event of a cancellation due to extenuating circumstances (such as an illness) the proctor will make every effort to reschedule the exam.

Name _____

Daytime Phone _____

Email _____

Please enter your first three choices of date/time below and you will be contacted by the proctoring coordinator:

Signature

Date

After approval, have test materials sent to the proctoring coordinator at this address:

Leighton Shell, Proctoring Coordinator
c/o Stickney-Forest View Public Library District
6800 W. 43rd Street
Stickney, IL 60402

Do not write below this line – Official Use Only

Date of Test

Time

Proctor