

Test Proctoring Service

Proposed July 15, 2010

Background: Upon request, Adult Services staff proctors exams for various types of adult students in educational programs. Examples include correspondence courses, online programs, professional certification programs, etc. Due to volume of demand, limited availability of this service, and the potential for conflict, a policy is proposed to provide general guidelines for the library's responsibilities, and to set a reasonable fee for this service.

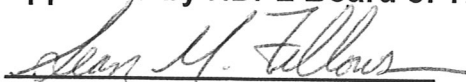
Policy:

The Adult Services Department of Henderson Libraries will proctor tests as work schedules and available facilities allow. Staff may decline to proctor specific tests, or to provide proctoring service to any student or test-giving institution for any reason. Referrals to other service providers can be provided at the Adult Services Help Desk.

Staff will only agree to proctor tests when the requirements of the institution or program can be met in good faith. Staff will make a reasonable effort to verify the student's identity, and protect the validity of the test, according to procedural guidelines in place.

A non-refundable fee of \$25 will be charged per test per student, payable prior to taking the test, preferably when the test session is scheduled. By scheduling a test session and paying the fee, the student accepts the conditions and environment in which he or she will take the test, and agrees that the library, the staff, and any event or condition that occurs during the session, are not liable for the outcome of the test.

Approved by HDPL Board of Trustees



Sean Fellows
Acting Chair

July 15, 2010

Date

Upon signature of this policy statement by the Chair of the Board of Trustees, this document becomes effective and is moved from Draft status to official HDPL policy. This document is to be filed at the HDPL Administrative Office at 280 S. Green Valley Pkwy., Henderson, NV 89012.