

Exam Proctoring at the Newton Public Library

As a public service, the Newton Public Library will proctor exams for students. Due to time constraints and the need to serve other patrons, the following policies are required.

- Proctoring service is only available to Newton Public Library patrons. An active library card and photo ID are required for every exam.
- Students must contact the Public Services Librarian for permission to take a test at the library well in advance of the deadline.
- Students will complete the proctored exam registration form and agree to the proctoring guidelines prior to taking their first exam.
- An appointment must be made with the Public Services Librarian prior to taking each exam. Appointments must be made no less than one week in advance. Exams will be administered during regular library hours and students should plan on completing exams a minimum of 30 minutes prior to the library closing. The library reserves the right to refuse to proctor an exam if the Public Services Librarian is unavailable or if an appointment has not been made at least seven days in advance.
- The student is responsible for all postage fees associated with mailed exams. The library will transport mailed exams to the post office or the approved shipping company within 24 hours of the exam completion, during regular weekday hours. If an exam is taken on a Friday or Saturday, the exam will be mailed by the end of the following Monday. Students are responsible for ensuring exams are completed far enough in advance to accommodate mailing time and instructor due dates. The library is not responsible for postal service delays or items misplaced/damaged in the mail.
- Students using library computers are responsible for confirming that the computers are adequate for their exam requirements.
- The library may refuse to proctor an exam if the institution/instructor requirements cannot be reasonably met by library staff or resources.

Testing materials may be sent to:

Rebecca Klein
Newton Public Library
100 N 3rd Ave. W, PO Box 746
Newton, IA 50208
rklein@newton.lib.ia.us

Getting Started: Student Proctoring Checklist

1. Complete the proctored exam registration form and review the proctoring guidelines
2. Have your university or instructor contact the Public Services Librarian at least one week prior to your first exam. The university will need to forward their proctoring policies, passwords for online exams, and any required proctoring agreement forms to the library. The library will not contact the university/instructor to request materials on behalf of students.
3. Schedule your exam appointment with the Public Services Librarian, at least one week in advance.
4. Review the proctoring guidelines before taking your exam. Don't forget to bring your library card and photo ID!

Using the Remind App

Students who would like to set up exams and receive notifications via text are invited to download the free Remind app.

To begin communication via Remind, follow these steps:

1. Text @proctorst to 81010
2. Watch for a confirmation text from Remind
3. You're now enrolled in the proctoring students group and can receive individual messages as well as group notices.
4. If you have a smartphone, you may download the Remind app. Your confirmation text will provide a link to the app and instructions for setting up your account. Using the app will allow you to save messages and announcements, and text the Public Services Librarian directly.
5. Note: Exam appointments always need to be confirmed by the Public Services Librarian. If you aren't sure if your exam request is approved, you may call 641-792-4108.

Proctored Exam Registration Form

Name: _____

Phone Number: _____

Email: _____

I prefer to be contacted via:

- Phone
- Email
- Text message through the Remind App

School/University: _____

Instructor's Name & Contact: _____

Instructor's Name & Contact: _____

Instructor's Name & Contact: _____

I understand and agree to the proctoring guidelines set by the Newton Public Library.

Signature: _____

Date: _____