

2.19 Proctoring/Certification Services

The New Braunfels Public Library offers test-proctoring or certification services to the public, by appointment only, for a \$10.00 fee per test/certification or \$10.00 per day if multiple tests are taken on the same day from the same institution. Students must verify that the following proctoring conditions are acceptable to the institution giving the test before having an exam sent to the New Braunfels Public Library. If this policy does not meet the student's needs, the student should contact the educational institution that is administering the test for other proctor recommendations.

- The Library will proctor written, e-mailed, faxed or online exams and will certify employment verification forms via email, fax or online methods.
- Several certified librarians are available for these services. All exams are administered by appointment only — no drop-in exams will be allowed.
- Librarians will not sign a proctoring or certification verification that attests to more than the Librarian has been able to do.

PROCTORING ONLY:

- If the exam is written, it will be the student's responsibility to obtain needed signatures and arrange for the exam to be delivered to the Library. The proctor will contact the student when the test has arrived. However, it is ultimately the student's responsibility to verify receipt of the test. The Librarian will schedule the date and time for the student to take the exam only after the test arrives at the Library.
- The student will be responsible for scheduling a time to take the exam that will allow sufficient time before the deadline that has been established by the institution or association. Tests must be completed 15 minutes before the Library closes.
- Before taking the exam, the student will be required to present a picture I.D. and provide a copy of their I.D. if required by the institution or association. Students are expected to come prepared with the necessary or required supplies to take the examination.
- Proctors will not monitor a student continuously during an exam but may check on the student periodically. The Library cannot provide a locked or secure place for the test, nor a quiet study room. Proctors will enforce any time limits that are placed on the exam, as well as other rules set forth in the examination materials. The use of cell phones or visiting with others is prohibited.
- At the conclusion of a written exam, the exam will be returned directly to the testing institution at the next regularly scheduled pickup from the Library or the same day via fax or email. The student is responsible for postage costs.

- The Library will hold tests for 60 days or the test's stated deadline. If the student does not pick up the test by that time, the test will be destroyed. Library staff will not copy finished exams or hold exams past the date they are taken.
- The New Braunfels Public Library will not be responsible for any delayed tests, nor for any completed tests once they leave the Library's possession and have been sent back to the educational institution or association.

Endorsed by the New Braunfels Public Library Board, July 18, 2005; April 16, 2007

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By: Amstine
President, Library Advisory Board

Attest: Bru Dent
Library Director