

LAS VEGAS-CLARK COUNTY LIBRARY DISTRICT PROCTORING SERVICES

Exam Proctoring for Distance Learning classes is a service offered by the Las Vegas-Clark County Library District. Branch libraries will offer proctoring services based on the availability of personnel, facilities, and technology.

Proctoring is provided according to the following policies and guidelines:

- Contact your library for an appointment. There may not be an appointment time available immediately. Speak with the Proctoring Librarian or the Computer Center Supervisor (if your exam is online). Only these individuals can schedule your appointment.
- Tests are unsupervised. The proctor will leave the test taker alone in a study room or designated area. We will only proctor tests that conform to our guidelines.
- The proctor will be either a Librarian or a Computer Center supervisor (if your test is administered online).
- Tests will be proctored only if there is no expense to the Library District.
- The allowed testing time is limited to two hours for online and three hours for written exams.
- For online exams:
 - Tests offered in a computer format must be compatible with the hardware and software currently available on Library District workstations.
 - Proctors are not responsible for unexpected technology outages.
- The proctor will retain an exam for a maximum of 60 days. If the test has not been taken, the exam will be destroyed.
- The National College Testing Association also keeps a list of test centers that provide proctoring services for Distance Learning: <http://www.ncta-testing.org/cctc/>

Student responsibility in the proctoring process:

- Call one week before your appointment to confirm the test has arrived and verify your appointment.
- Show current picture identification when you arrive to take your test.
- Provide a Self Addressed Stamped Envelope for returning the test to the school.
- If you miss your appointment, call immediately to reschedule.
- Print out, complete and bring this form with you to the exam.

Contact information: (Print clearly)

Name: _____

Phone number: _____

Email address: _____

School: _____

Name of Course: _____

Instructor: _____

FOR PROCTOR USE ONLY

Exam date: _____

ID type: _____

Start Time: _____ End Time: _____

Proctor name: _____