

**Cobb County Public Library**  
**Exam Proctoring Policy**

Approved October 26, 2009; October 24, 2011; November 24, 2013; January 25, 2016; April 25, 2016; November 27, 2017;  
November 18, 2019

As part of our mission to provide services in support of research, knowledge and cultural enrichment, the Cobb County Public Library proctors exams under the following guidelines:

- The exam fee for Cobb County Library card holders in good standing is \$15.00 per exam and \$30.00 for all persons other than Cobb County Public Library card holders in good standing. Payment may be made via cash, check or credit card before the exam will be administered.
- The test taker must complete a Proctoring Agreement for each exam. (<http://iconnect/proctoring-agreement-form>)
- Appointments to take exams should be made at least 48 hours prior to the exam. Exams must be taken during regular library hours and must be completed 30 minutes before closing time. Unscheduled exams cannot be accommodated.
- Exams may be administered at any library. The test taker should contact the library directly to make arrangements.
- Testing accommodations vary from library to library. It is the test taker's responsibility to ensure physical facilities and technology capabilities are adequate for their test taking requirements. Quiet study areas are not available at all libraries. Test takers requiring online exams must alert library staff of the need when booking a proctoring session to ensure a computer is available at the time of the exam.
- Each library will maintain a log of exams received. The log will contain test taker information, date exam received, expiration date if provided, date exam taken, date exam mailed, and proctor's initials.
- Any librarian may administer the exam. The proctor will be the librarian-in-charge, or their designee, not necessarily the librarian to whom the exam was mailed.
- It is the test taker's responsibility to ensure exams are received by the library in time for the exam in the manner prescribed or preferred by the institution requiring the exam.
- It is the test taker's responsibility to provide materials needed to take the exam.
- Picture ID is required for all exams.
- Print exams are administered in glassed-in study rooms when available. One-on-one monitoring is not provided. The library does not guarantee the test taker will be under observation during the test.
- Online exams are administered at computers in an open, public area.
- The Library will hold copies of finished exams, at the instructor's request, for 30 days.
- Print exams will be returned by U.S. Postal Service, faxing, scanning or emailing per instructions from the institution requiring the exam. Exams will be handled the same as other outgoing library mail. The library cannot arrange for UPS or FedEx pickup.
- The Library is not responsible for providing postage. If the institution does not provide postage and/or envelopes, it is the test taker's responsibility to provide stamps and/or envelopes.
- The library is not responsible for completed exams not received by the institution.

- Exams not taken by the expiration date will be returned, if postage is provided, or shredded.

*Approved by the Library Board of Trustees  
November 18, 2019*

## Proctoring Agreement Form

By signing below I agree to the Cobb County Public Library System's Exam Proctoring Policy and understand that:

- The exam fee for Cobb County Library card holders in good standing is \$15.00 per exam and \$30.00 for all persons other than Cobb County Public Library card holders in good standing.
- I am responsible for scheduling the exam and ensuring test materials are received by the library in time to take the exam.
- I am responsible for providing all materials needed to take the exam.
- I am responsible for providing postage and envelopes if not provided by the testing institution.
- The library cannot guarantee I will be under observation during the exam.
- I understand that quiet study areas may not be available.
- I will provide picture ID before taking the exam

### Exam Information

Test Taker's Name	
Institution	
Course and Exam	
Exam Date	
Exam Time	
Proctor's Name	
Library	
Library's Email Address	

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature and Date