



## **Proctoring Policy**

As part of our commitment to education and lifelong learning, The John P. Holt Brentwood Library Reference department is happy to offer proctoring services for distance learners. The Library's policy manual states:

II. OPERATIONAL GUIDELINES, D. Reference, 1. Scope of Services, f. Proctoring, page 22.

*f. Proctoring. The Library provides test proctoring at set times for distance education students whose exam requirements align with the Library's proctoring procedures. All proctoring (with exception to the TWRA Boating Exam) shall be administered by professional librarians. All testing shall be conducted in an open area of the Library and shall require appointments two weeks in advance of the examination. All students shall be required to determine and arrange for all exam requirements, including but not limited to technology. Proctoring shall be limited to three (3) hours. Due to other duties, staff shall not be able to provide uninterrupted monitoring.*

**Please be sure you meet the following criteria:**

1. Your school is more than fifty miles away or you are enrolled in an online-only program.
2. Your school is not a Tennessee Board of Regents institution, as we cannot meet their proctoring requirements. (See [TBR.edu](http://TBR.edu) for a full listing of institutions.)
3. Your school does not provide access to a local testing center in Middle Tennessee.

Additionally, we will accept students based on our ability to reasonably accommodate their needs. If demand exceeds our staff's availability, we may close enrollment for a time. We reserve the right to terminate a proctoring relationship at any time.

**We ask that students comply with the following requests:**

1. Please review our policy and ensure that it is in compliance with your school's policy prior to requesting a proctoring appointment. Appointments must be requested at least two weeks prior to the test date.
2. Your school must be aware that library patrons are our first responsibility and library staff will monitor testing students while assisting library patrons. Doing so may call us away

intermittently, therefore we cannot provide uninterrupted monitoring. We will do our best to ensure an honest testing of the student's knowledge of the material.

3. Fill out the online form available here:  
<https://www.brentwoodtn.gov/departments/library/services/proctoring> and a librarian will respond to your request based on availability.
4. Once a librarian agrees to proctor your tests, your institution should send your tests directly to the librarian; it is your responsibility to make sure the test has arrived.
5. Tests will be administered in an open area of the library. If you are sensitive to sound, we suggest bringing ear plugs.
6. If your test is online, please bring a fully charged laptop. We will provide free wi-fi.
7. There is no cost for proctoring.
8. If you need to reschedule, please contact your proctoring librarian as soon as possible.
9. Please be prepared to take your test at the set appointment time. Your session does not include study time as part of the proctoring service.
10. Generally, completed exams are mailed, scanned/emailed or faxed the same or following day.
11. If your proctor becomes unavailable for any reason, any reference team member may fill in as an interim proctor if rescheduling is not an option.
12. All deadlines, including mailing time, are the responsibility of the student, who should take into account potential delays in mailing, scheduling, or days on which the library is closed.

I have read the policy above and submitted it to my school for approval:

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Name

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Date

*Please bring a signed copy of this policy to your first proctoring appointment.*