

## Upper St. Clair Library Test Proctoring Policy

Test proctoring is a value-added library service and is available to students of distance learning centers, colleges and universities, and licensing agencies. Testing is by appointment only and may be scheduled Monday through Saturday during normal library hours.

To initiate the proctor service, please complete and sign the Proctoring Request Form (see attached).

### **The student must:**

- Verify that the physical environment at the library meets test-taking needs.
- Make arrangements with your testing institution to send the library all appropriate proctor documentation forms, exam materials, passwords, and instructions to the proctoring site.
- Verify with the proctor that approval has been granted and that all testing materials have been received by the library.
- Schedule test at least 3 days in advance by calling 412-835-5540, ext. 249.
- Bring appropriate photo I.D. and your library card. Provide postage and mailing supplies if the completed materials are to be mailed to the testing institution.

### **The library will:**

- Complete appropriate documentation forms provided by the institution.
- Supply to the testing institution a designated contact number, e-mail address, fax number, and mailing address.
- Provide a testing area and computer. (Complete quiet and privacy are not guaranteed.)
- Verify student's photo I.D. and library card.
- Ensure that no unauthorized sources are used.
- Present exam materials, review exam instructions, monitor student from a distance, and ensure adherence to the time limits for completing the test.
- Return the completed test in the manner specified including: mail, fax, or scanning to email.

**Upper St. Clair Township Library  
Test Proctoring Request Form**

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_

EMAIL: \_\_\_\_\_

LIBRARY CARD #: \_\_\_\_\_

SCHOOL/TESTING ORGANIZATION:  
\_\_\_\_\_

COURSE: \_\_\_\_\_

**FEES:**

TEST PROCTORING FEE: \$15 per test, in cash or check, payable before the test is taken.

**ADDITIONAL CHARGES for any pages over 10:**

|                   |                 |
|-------------------|-----------------|
| Printing:         | \$0.15 per page |
| Faxing:           | \$1.00 per page |
| Scanning to Email | \$1.00 per page |

The student must provide postage and mailing supplies if the completed materials are to be mailed to the testing institution.

The student agrees to ensure that all guidelines and policies from their respective institutions are met when testing at the USC Library.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_