

Proctor Agreement

Library and Student Responsibilities

The library will not:

1. Directly monitor students during the exam.

The library will:

1. Respond to a student's proctoring request within three days.
2. Reserve a proctoring session and space for the exam. Scheduled exam dates are tentative pending receipt of exam materials.
3. Provide internet access via library Wi-Fi on student's device or a library public computer. The library does not warrant that internet access will be uninterrupted or function at a certain speed and cannot control internet outages.
4. Accept receipt of exam materials (e.g., login credentials or an emailed exam that library staff will print) from the instructor.
5. Return the completed exam to the institution at no charge via email, fax, or USPS. Allow 3-5 days for normal USPS delivery.

The student will:

1. Schedule exam:
 - I. Submit a proctor request form for each new class.
 - II. Request sufficient time during the library's regular business hours to complete the exam at least 10 minutes before the library closes.
 - III. Same-day appointments may not be available.
 - IV. Notify library staff as soon as possible if unable to arrive at the library by the scheduled exam time. Requests to change a scheduled exam are subject to room reservation and staff availability.
 - V. Schedule subsequent exams for the same class by emailing or calling the branch directly.
2. Confirm receipt of test materials with the library at least two business days prior to the scheduled exam. If the library has not received the necessary materials, the student will follow up with the school to ensure that library staff will receive them before the scheduled exam time.
3. Arrive 15 minutes early to check in for your session. If the student is more than 15 minutes late, the exam may be canceled.
4. Bring a photo ID to each exam.

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5. Leave personal belongings at home if possible. If necessary, library staff will hold personal belongings in a secure location while the student takes the exam.
6. Adhere to the institution's academic honesty and proctoring policies when scheduling and taking all exams.

The instructor will:

1. Receive an email with the Proctor Agreement and process for sharing exam materials with the proctoring location.
2. Send the library necessary exam materials as directed at least two days prior to the scheduled proctoring session.

Legal Disclaimer

The library makes no warranties of any kind, whether express or implied, statutory or otherwise, regarding the proctoring services to be provided, including, but not limited to, availability of such services or of internet service. The entire risk as to the quality and performance of the services is with the student. The library does not warrant that the services provided will meet the student's or instructor's requirements or that the operation of the internet provided will be uninterrupted or error free.

To the maximum extent permitted by applicable law, whatever the legal basis for the claim, under no circumstances shall the library be liable to the student or any other person or entity for any claim, cause of action, demand, liability, damages, awards, fines, or otherwise, arising out of or relating to any injury or harm caused from use of or reliance on the proctoring services provided by the library. The student relies on the proctoring services at his or her own risk.

The student shall indemnify and hold the library harmless from any and all claims, damages, losses and expenses, including but not limited to reasonable attorney's fees, arising out of or resulting from the proctoring services to be provided pursuant to this agreement.