

2019 Thousand Oaks Library Exam Proctoring Guidelines for Students

The Thousand Oaks Library offers proctoring of examinations from a variety of institutions as a service to the community. Requirements and details of the process differ somewhat among various testing institutions, but this outline should serve as a general guide to the process.

1. When a student needs to be proctored, he or she should complete the online proctoring request form to begin the process.
2. Judi will ask the student to send the following information for the school/institution: Proctor name, title, address, email, phone number, and fax number.

Judi Bumstead

Sr. Library Assistant

Thousand Oaks Library

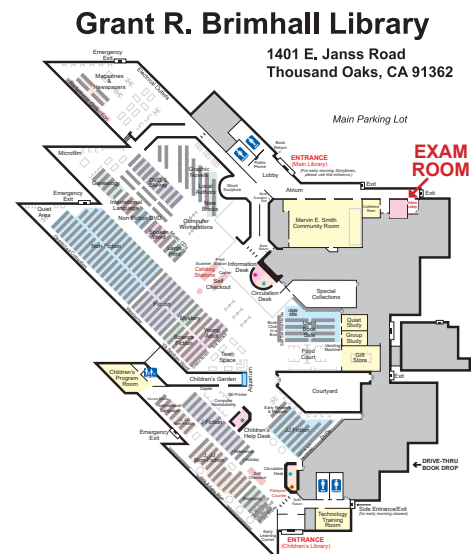
1401 East Janss Road, Thousand Oaks, CA 91362

Email: jbumstead@tolibrary.org (*preferred method of communication*)

Phone: (805) 381-7325

Fax: (805) 373-6858

3. **The student is responsible for sending the above information to his/her school or institution.**
4. After the school has received this information, they will usually email the proctor with any additional questions or proctoring instructions. The proctor may be asked to fill out a form to return to the school.
5. Once the proctor has been approved by the school to administer the test, the school will send the proctor the test materials, either by mail, FedEx or email.
6. As soon as the test materials are received, the proctor will email the student to let him/her know the test has arrived.
7. **BY APPOINTMENT ONLY. Proctoring is done on Wednesdays and Fridays from 8:00am - 3:00pm by appointment.** Tests must be completed by 4:30pm. Please arrive on time as you are billed from the time you are scheduled. Please make this appointment as soon as possible, as the proctor's availability is not guaranteed. **Schedule the test at least one week in advance.**
8. If you are taking an online exam, a laptop will be provided.



Enter through the Main Library entrance. Proceed to Administration Lobby. If your exam is scheduled before 9:00am, please call (805) 381-7317 to be let in.

9. When the student arrives, the proctor will request a photo-ID to verify identity. The proctor will explain or read the general requirements to the student, such as materials allowed or banned during the examination (e.g. notes, books, calculator, etc.), and that use of cell phones, pagers, etc. will result in the exam being voided immediately. The student will be asked to examine, read, sign and date any documents necessary, including the answer sheet if used. The proctor will explain the time limits allowed for the exam.
10. **The student must bring their student I.D. number to the proctoring sessions. Most schools require this information on their tests.**
11. The proctor is usually required to remain in the room with the student while the exam is in progress to ensure that the rules set by the testing institution are followed.
12. On completion of the exam or the time allowed for the exam if not completed, all materials will be collected – the answer sheet, exam, and course evaluation if provided (the evaluation is generally voluntary.) The proctor will sign the proctor certificate and provide any additional information requested (the form and format will differ among testing institutions – for example, BYU uses part of the ScanTron sheet for this purpose.
13. Payment of the examination fee is due at this time (see Proctoring Fees below) and can be paid by cash, check made out to the “City of Thousand Oaks,” or credit cards. Please note that if there are any complications with the test administration, such as the professor providing the wrong password, the student will be responsible for paying for any time involved. A receipt will be given to the student for the payment. It is tax deductible.
14. If the exam is to be sent by FedEx, the proctor will call FedEx to schedule a pick up. The FedEx package must be prepaid and addressed by the student or school.
15. The student or the school must provide a self-addressed stamped folder/package/envelope to return the exam. The Library will not send the exam without prepaid postage and addressed folder/package/envelope.
16. The proctor will place the requested materials in the return folder/package/envelope, seal and mail it shortly after the test is completed.
17. Cancellation of a proctoring reservation is the responsibility of the student. Failure to notify the library of a cancellation will affect future proctoring privileges. Cancellation must be 48 hours in advance. In extreme circumstances, the Library reserves the right, with 48 hours notice, to cancel or change a proctoring appointment.

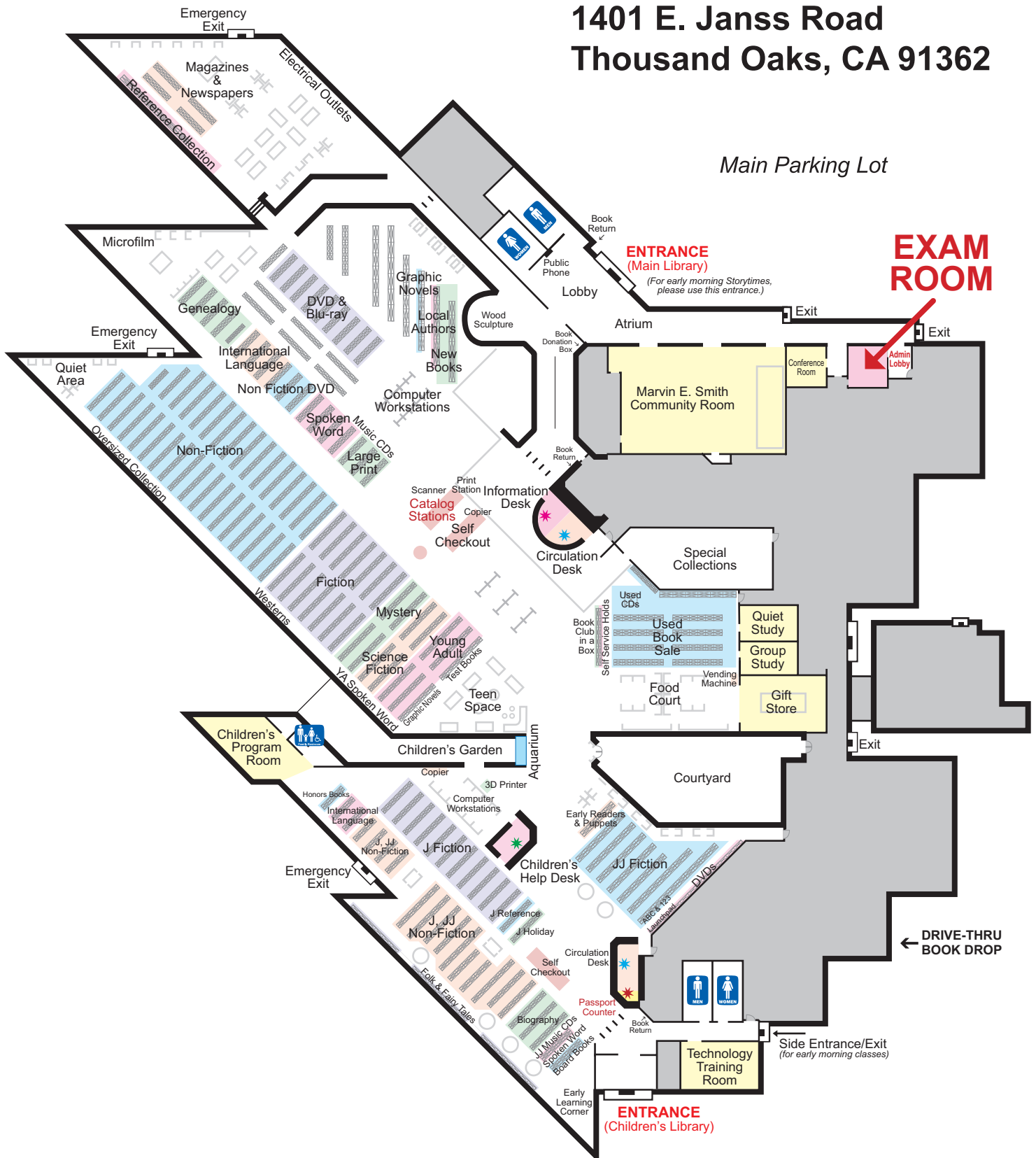
Proctoring fees:

1st hour = \$50

All or part of any additional hour = \$25

Grant R. Brimhall Library

1401 E. Janss Road
Thousand Oaks, CA 91362



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