



WOODWORTH CONSOLIDATED LIBRARY PROCTORING POLICY

Woodworth Consolidated Library is proud to offer free proctoring services in support of the educational endeavors of our military and their families. Woodworth Consolidated Library asks that all wishing to utilize our services adhere to the following Proctoring Policy Statement:

- 1) The student must comply with Woodworth Consolidated Library Policies, the Military Code of Conduct, as well as policies set forth by the school/university.
- 2) Appointments must be made at least 48 hours in advance. A no show will be recorded in your file for failure to provide notice to the proctor at least two hours in advance, in the event you are not able to take your test at the scheduled time. No further proctoring will be provided after two no-shows.
- 3) Anyone arriving more than 15 minutes late to a scheduled appointment is subject to having proctoring services denied for that day. Another appointment may need to be scheduled, and the late arrival will count as a no show.
- 4) It is the student's responsibility to verify that the library has received their test at least 24 hours in advance of the testing date.
- 5) The student must present a valid DoD ID on the day of testing.
- 6) Be prepared to begin testing at the appointed time and bring only the necessary materials for the test as established by the school and/or instructor.
- 7) Cell phones must be silenced AND put away during the length of your test.
- 8) Leaving the testing area while testing is in progress is not permitted unless testing instructions state otherwise.
- 9) Children under the age of 13 must be supervised by another adult while the student is testing.
- 10) Cheating is an honor code violation resulting in cancellation of the test. The university will be notified of any misconduct or irregularities that occur during the test.
- 11) Courtesy is always expected.
- 12) Non-compliance with any of the above-stated policies will serve as justification to deny services by the Woodworth Consolidated Library proctoring staff.