

Akron-Summit County Public Library Test Administration Guidelines

As a service to customers of the Akron-Summit County Public Library and area residents, the Library provides test administration services free of charge. Library employees will administer tests and examinations only according to the following guidelines and associated procedures.

New Procedures Due to the Covid-19 Pandemic:

- Masks must be worn at all times. All customers in our buildings must wear masks—and wear them properly. The Library will provide a mask to any customer who enters the building without one.
- Please follow social distancing protocol and keep a 6 ft. distance when interacting with the librarian.
- We are unable to enter passwords on personal laptops. The password for tests will be shared with the student and they must enter the password themselves.
- If a student is using the library's computer, the librarian will assist them remotely to enter passwords or with other computer needs.

The Library is able to administer exams for individual students who have made advance arrangements. Test administration services include:

- Scheduling a mutually convenient time for testing
- Verifying the student's photo ID
- Logging into the testing site or handing the student the physical exam
- Informing the student of the test instructions as given by the school
- Timing the exam
- Serving as a delivery and a pickup point for mailed exams
- Receiving and printing exams via e-mail
- Receiving and/or returning the completed exam back to the institution via fax
- Returning the completed exam back to the institution via the U.S. Postal Service, with the cost of postage passed on to the student
- Providing and extending time on a public computer for online tests

Limited resources prohibit Library employees from proctoring exams according to more stringent requirements. Therefore, Library employees will not sign a proctoring statement that attests to more than they are permitted to do according to Library guidelines. Employees will only sign documents verifying that they will distribute, administer, and time the test, and/or verifying that the student received and took the exam. Page 3 of this document includes a list of area institutions that provide more formal proctoring services.

The Library is not able to:

- *Provide a Library employee to continuously monitor the exam, or verify that the student had no access to materials or assistance during testing*
- Schedule a private place for exams
- Accommodate requests for walk-in or unscheduled testing
- Contact the testing institution to clarify procedural questions

- Schedule computer time during busy hours, including Sundays at Main Library
- Override computer security measures for online exams
- Grade exams
- Guarantee that the correct material has been received by the Library location, or that completed exams will be received by the testing institution by a specific date
- Accept money from the student to be transmitted to the school in order to take the exam
- Verify or guarantee the educational level or position of the staff member who provides the testing service
- Provide home addresses or phone numbers for Library employees who administer tests

Student Responsibilities:

- The student must contact the Teen Department at 330.643.9067 or ysodiv@akronlibrary.org to schedule a testing appointment at Main Library, or contact the Branch Manager of the branch where he or she wishes to take the test.
- The student should schedule a mutually convenient appointment with the Library, well in advance of the test deadline.
- The student is expected to forward this document to his or her school, or clearly communicate with the school about what the library can and cannot do. **It is the student's responsibility to ensure that the test administration services the Library provide meet the school's proctoring guidelines.**
- The student must provide current photo ID on the testing date.
- The student must pay for printing and/or postage (current costs are \$.05 per printed page, \$.45 per stamp, and \$.10 per envelope) or provide their own postage-paid envelope before beginning testing.
- The student is responsible for contacting the testing institution to clarify any procedural questions.
- The student is responsible for ensuring in advance that the Library's computer security measures will permit access to the test site for online testing.
- If an online test will take longer than the two hours allowed for computer access, the student must notify the staff before logging on to a computer. Once a student has logged on, the library is unable to guarantee that time can be extended.

Location Information:

In a Branch Library, meeting rooms are available only for non-profit group use. For that reason, a student taking an exam cannot book a meeting room. The student may use any table in the public area of the library. Students should be made aware that there will be noise in the public area. If the conference room is available, a student is permitted to use it to take the test.

At Main Library, a student may use a quiet study room if one happens to be available during testing.

Library computers are not available in Branch conference rooms and Main Library quiet study rooms.

Please call the Teen Department at 330-967-9067 or email ysodiv@akronlibrary.org with any questions about the library's Test Administration Services.

Proctoring services are offered at the following locations:

Organization	Department/Division	Address	Phone # / Email	Fee Charged?
University of Akron	Counseling, Testing & Career Center	Simmons Hall 304	330-972-6741 CCTesting@uakron.edu	Yes
University of Akron – Wayne College	Continuing Education & Workforce Development Certification Testing Center	Student Life Building 1901 Smucker Rd., Orrville	330-684-8900 cjpleus@uakron.edu	Yes
Kent State University (for Kent State students only)	Office of Continuing & Distance Education	Schwartz Center 204 800 E. Summit St, Kent	330-672-3100 proctoredtesting@kent.edu	Yes
Kent State Stark Campus	Academic Success Center	6000 Frank Ave. NW, North Canton	330-244-5050 StarkTesting@listserv.kent.edu	Yes
Cleveland State University	Testing Center	Rhodes Tower 1237 1860 E. 22 nd St, Cleveland	216-687-2272 s.m.smith32@csuohio.edu	Yes
Cuyahoga Community College – West Campus	Developmental Education & Learning Services, Testing & Assessment Center	11000 Pleasant Valley Rd., Parma	216-987-5257 sally.kurowski@tri-c.edu	Free if institution is on CCC list
Stow Sylvan Learning Center		3500 Hudson Dr. Suite 5 Stow	330-929-6554	Yes
Fairlawn Sylvan Learning Center		117 Merz Blvd. Suite 111 Fairlawn	330-836-7031	Yes
Twinsburg Sylvan Learning Center		8870 Darrow Rd. Suite F105 Twinsburg	330-487-5820	Yes

Students are advised to call ahead to verify availability of service, fees, and reservation requirements.

Updated November, 2012