



## Test Proctor Responsibility Form

As part of the Pierce County Library System’s mission to bring the world of information and imagination to its community, the Library offers test proctoring services to students to fulfill their educational needs and interests.

This document outlines the responsibilities that Pierce County Library System staff will accept in terms of offering test proctoring services. Library staff will sign and return this form in lieu of any other forms or contracts provided by the testing institution.

***It is the student’s responsibility*** to ensure that this statement of responsibility is adequate to meet the needs of the educational institution.

- The library will be responsible for:**
1. Accepting tests via mail or email
  2. Checking and verifying the student’s photo ID
  3. Providing space and a computer (if necessary – students may use their own computers)
  4. Providing someone to observe student take the test while that person performs other duties
  5. Documenting the beginning and end times of test
  6. Shredding all untaken tests after expiration date
  7. Returning tests via prepaid envelope or email

*For our complete guidelines visit our website at <http://www.piercecountylibrary.org/services/proctoring/>.*

By signing below, I verify that: a.) I am an employee of the Pierce County Library System and have been approved by the system to provide test proctoring service; b.) I have successfully met the list of library responsibilities listed above. I will not be held liable in the event that these responsibilities do not meet the needs of the testing institution.

Pierce County Library System Employee Name (print): \_\_\_\_\_

Pierce County Library System Employee Signature: \_\_\_\_\_

Today’s Date: \_\_\_\_\_