**KCKCC Library Services Test Proctoring Guidelines**

**Policy:** The Library provides free proctoring services on a first-come, first-serve basis. Students are not allowed to take books, notes, calculators, or personal items into the testing room, unless allowed by the instructor. Students are monitored visually and by camera, proctors do not sit in the testing room. The Library has no control over test instructions or availability. In the event that a test is not available, students will be directed to contact their instructor. In the event that a student brings personal items into the testing room or academic dishonesty is suspected, the proctor will stop the exam, collect test materials, and notify the instructor.

Students are required to show photo identification in order to take an exam, preferably their KCKCC student ID card. Exams will not be proctored without photo identification.

Lockers are available for students to secure their belongings. In the event that a student’s belongings will not fit in the locker, they will be asked to make other arrangements.

Food and drink are not allowed in the testing room. Child care arrangements should be made in advance, as children are not allowed in the testing room and must be supervised in the Learning Commons.

**For Faculty:** To send an exam to be proctored for a student, submit the Test Instructions form and a copy of the exam via email to library@kckcc.edu. The Library asks that faculty provide 24 hours’ notice. Proctoring services are for individual students. The Library cannot accommodate entire classes. Please note, the Library does not proctor final exams.

**For Students:** To schedule an exam, please call the Library at (913) 288-7650 or stop by the Circulation Desk, Upper Level-Learning Commons. The Library recommends that students schedule exams at least 24 hours in advance.

**Testing Hours:** Based on Library staffing, proctoring is available during regular hours of operation.