Test Proctoring Policy

The Doris & Harry Vise Library of Cumberland University is pleased to provide test proctoring as a public service. Our policies are as follows:

● Faculty of Cumberland University and its affiliates may have a test proctored free of charge.
● There is a $50.00 fee for non-affiliated institutions to compensate for administering and returning exams. This fee needs to be paid prior to or on the day the test will be administered. The library now accepts checks as well as cash.
● The library can only test a maximum of three students per session.
● The library will proctor written, emailed, or online exams. The library is unable to administer national standardized tests.
● Testing needs to be scheduled a minimum of seven days in advance to allow for scheduling of a proctor and to ensure that the library has a proper space reserved for the test.
● Exams will be administered during the library's operating hours on Monday through Friday. The library will follow the university's calendar for scheduled holidays, closures, or special events. Due to a significantly increased workload and usage of the library facilities by faculty and students, the library is unable to proctor tests during finals week.
● Scheduling of a test is the responsibility of the examinee (test taker) and must adhere to the professor's/institution's date for completion. All testing must be completed 30 minutes before the library closes. Appointments can be made in person, by phone or e-mail. Our contact information is as follows:

Vise Library at Cumberland University

One Cumberland Square

Lebanon, TN 37087

(615) 547-1299

library@cumberland.edu

● The examinee should arrive 10-15 minutes prior to the scheduled test time. If the examinee arrives 15 minutes past their scheduled appointment, the proctor may require them to reschedule their appointment at that time due to the library's work load for that day. This will be at the discretion of the librarian on duty.
● The library reserves the right to cancel or change the date of any proctored test. In the event of inclement weather, the library will follow the modified schedule (or closure) set by the university's administration. The library will contact the examinee to reschedule.
● The professor and/or institution is responsible for ensuring that the examination and other required exam materials are sent to the library and that they have been received.
● Tests, exam instructions, and verification forms must be received a minimum of 48 hours prior to the scheduled test date.
● The examinee needs to provide all supplies such as pens, pencils, calculator, paper, etc. to complete the test.
● Library computer settings may not be modified to accommodate an online test. The library will provide a computer that has Microsoft Word and Internet access.

- For security purposes, software may not be downloaded onto the library computers.
- It is the responsibility of the professor/institution to ensure that the computing resources are adequate for their testing purposes.
- At the time of testing, the student must provide current photo identification (state issued driver's license or ID, passport, military ID, student ID) and the name on the identification must match the name on the testing materials.
- At the conclusion of the exam, the proctor will return the exam to the testing institution/professor via the U.S. Postal Service or as a scanned e-mail attachment for non-affiliated institutions. On campus professors may either pick up the completed test at the library or they may have the test returned via inter-office mail. The library is unable to arrange for UPS or FedEx pickup.
- The library cannot assume responsibility for lost information on any electronic test that may result from hardware failure, server failure, power outages, or other unforeseen technical malfunctions.
- The library cannot assume responsibility for completed tests that are not received by the testing institution. The test taker must contact their professor/institution to determine if the completed test was received.
- To avoid being involved in the grading process and to maintain confidentiality, proctors are unable to grade tests upon completion.
- The library is not responsible for the content of exams that are sent to us or for completed tests once they have been mailed.
- The proctor will not monitor a student continuously during the exam, but will check on the student periodically.
- Proctors will strictly adhere to all testing parameters set by the professor/institution. Any violation of the testing parameters or suspected cheating by the examinee will be reported to the professor/institution and the proctor will not verify completion of the test.
- The use of cell phones, tablets, laptops, or other electronic devices are not allowed during testing unless it is part of the testing parameters allowed by the professor/institution.
- As a courtesy to library patrons and staff, test takers may not bring children or other guests when testing.
- Pets (aside from registered service animals) are not allowed in the library.

Please email library@cumberland.edu to schedule testing.