

Make-up Tests in the Library

The Walter H. Annenberg library staff will provide proctoring of make-up test for students who were absent from class due to illness or injury, athletic obligations, college visits, or other legitimate reasons. If a large number of students in a class miss a test [more than five], the faculty member should make arrangements to proctor the group in his or her classroom or through some other arrangement. Likewise, smaller assessments and quizzes that will take less than thirty minutes to complete should be done through some other arrangement and not proctored by the library staff. Due to the volume of tests, the library cannot proctor AP practice exams or packets.

All tests will be proctored by the library staff on duty. Students will sit at one of the library tables on the main floor. Students may not take test downstairs or in a quiet study room. Cell phones, coats, and backpacks will be kept at the circ desk. All assessments must be completed by 9:30 p.m. on weeknights and Sundays, and 12:30 p.m. on Saturdays.

Submitting a test

The faculty member should fill out a *Library Make-up Test Form*, found on the library web page or SharePoint, and give the form and the test(s) to a library staff member. It is the faculty member's responsibility to fill out the test form completely and accurately; if any information is missing or the form is not complete, the student will not be allowed to take the test. One form must be filled out for each test, though one form can be used for up to five students taking the same test. Completed tests may be picked up at the main desk from the librarian or person on duty.

Problems

Any problems or inconsistencies in the test-taking process will be reported by the librarian to the faculty member and the Library Director, and will be recorded on the Library Make-up Test Form. It is the responsibility of the teacher to follow up with the student.