

Dover Plains Library AR Testing Policy

- 1) Patrons will be made aware through signage and verbal warnings that computer #4 must always be available for testing on Monday-Friday from 5pm until 7pm and on Saturdays from 10am until 12:30pm; if another student is testing on the dedicated AR computer or it's outside the assigned timeslot and another patron is on that computer, other computers may be utilized.
- 2) Parents must not sit with their students while they are taking AR tests; if they do, they will be asked to move.
- 3) Parents may help their students log into the computers and the AR site, but must not assist their children in any way with the AR tests. If a parent is found to be assisting their student, it will be reported to the school and the test will be invalidated with the possibility of that student's testing privileges at the library being revoked as the school sees fit.
- 4) Books must be closed while the student is testing. They are allowed to be in front of the student in order to make searching for the books simpler, but should remain closed at all times when testing is underway.
- 5) The proctor override password will be administered by the director or other staff member upon request, but will not be released to parents.
- 6) Library staff will add money to the student's printing account for the purpose of printing AR Test results.
- 7) Students without a library card will be provided a free visitor pass with parental approval.

Board approved on 2-6-19