



## EXAM PROCTORING POLICY

The North Lake County Public Library offers exam proctoring services for both written and online tests. Proctoring is administered by appointment only.

### **Fees**

There is no charge for exam proctoring when the instructor does not require the student to be constantly monitored. Exams are proctored in a private study room with access to an Internet connected computer. The proctor will enforce any time limits or other rules set forth in the exam materials, and will check on the student periodically, but will not sit with the student for the duration of the exam. Students are required to pay for all costs associated with taking and submitting the exam, such as printing and postage.

If constant monitoring is a requirement, then there is a \$20 charge per exam with a maximum of 3 hours, due at the time the exam is taken. The library accepts cash, check or card (there is a 3% surcharge if paying by card).

### **Advance Arrangements**

Exam proctoring services must be scheduled at least one week in advance of the exam with the library's Assistant Director. A Student Proctoring Agreement (Appendix A) must be signed by the student and proctor prior to the exam. All test taking requirements and instructions must be received from the issuing educational institution before any tests are taken. Any passwords for online tests must be provided at least 24 hours before the scheduled exam. It is the student's responsibility to arrange for their learning institution to provide the appropriate materials and contact information to the proctor. The proctor will not contact the learning institution to get exam materials or proctor forms.

The Library will try to accommodate requests, but staff schedules and technical challenges may interfere. If an exam date must be cancelled due to an unforeseen circumstance, the library staff will do their best to contact the student. Students must be on time for their appointments and are expected to notify the proctor if they will be late or unable to make their appointment. Library computers will not be modified, nor will installation of special software be allowed.

Copies of completed exams may be retained for no more than 30 days at the institution's request. Examinations not completed by the student within 30 days of receipt by the library will not be retained unless the student has made prior arrangements.

### **Proctor**

The proctor will check and verify the student's ID to be sure the name on the ID matches the name on the testing materials. With regard to the required proctor information for some tests, the proctor will provide the necessary library and proctor information excluding personal information such as social security number or driver's license number. The proctor may or may not hold a professional library degree.

The student is responsible for confirming receipt of the completed exam with their instructor.

The Library reserves the right to suspend this service at any time.

This policy was approved by the North Lake County Public Library District Board of Trustees on November 21, 2019.

Signed:  
Allen Bone  
Abbi Dooley  
11-21-2019

## North Lake County Public Library Student Proctoring Agreement

Student's Name: \_\_\_\_\_

Student's Email: \_\_\_\_\_

Student's Phone: \_\_\_\_\_

### **As a student utilizing North Lake County Public Library's proctoring services, I agree to the following:**

- I will be responsible for scheduling proctoring services at least one week in advance of my exam with the library's Assistant Director.
- I will be responsible for keeping my appointment. If I am unable to attend a scheduled proctoring session or will be late, I will notify the proctor immediately.
- I will be responsible for ensuring that my instructor provides the appropriate materials and contact information to the proctor. The proctor will not contact your instructor to get exam materials or proctor forms.
- I will be responsible for making arrangements for any special accommodations with the proctor prior to the testing date.
- I will be responsible for providing current photo identification to the test proctor.
- I understand that I may not leave the testing room or speak with anyone during my exam. I also understand that notes, books, cell phones, tablets, laptops, calculators or other devices may not be used in the testing room unless specifically authorized by my instructor. Backpacks, purses, and other personal items must be stowed out of reach.
- I will pay for all costs associated with taking and submitting the exam, such as printing or postage.
- If my instructor requires constant monitoring, I will pay a \$20 fee per exam (maximum of 3 hours) immediately before the exam is taken.
- I will be responsible for confirming that my instructor has received my completed exam.
- I will not retain, duplicate, or share any part of the exam or exam materials in whole or in part unless specifically authorized to do so by my instructor.

Student's Signature: \_\_\_\_\_

Proctor's Signature: \_\_\_\_\_

Date: \_\_\_\_\_