



## EXAM PROCTORING POLICY

The North Lake County Public Library is willing to offer exam proctoring services for both written and online tests, if the educational institution's proctoring requirements are compatible with our staff and operational factors. Proctoring is administered by appointment only.

### Eligibility

Photo identification is required for verification of each student taking an exam. Exams may be given in a windowed study room. Proctors will enforce any time limits or other rules set forth in the exam materials. Proctors will not monitor the student continuously, but may check on them periodically. The Library cannot guarantee that the areas outside of the study room will be quiet. Cell phone use during exams is prohibited.

### Fees

There is no charge for exam proctoring. There is a charge of 15 cents per page for printing exams. Actual postage costs are also charged. All payments must be received immediately following the exam.

### 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. Students must inform the Assistant Director at the time of scheduling if they will need access to a computer.

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 amended by the North Lake County Public Library District Board of Trustees on April 23, 2024.

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Board Chair

\_\_\_\_\_

Date

\_\_\_\_\_

Library Director

\_\_\_\_\_

Date

## 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.
- 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: \_\_\_\_\_