

Exam Proctoring Policy

The proctoring of examinations is a service offered by the Community Library. The library will offer proctoring services based on the availability of personnel, facilities and technology.

I. Eligibility

Students who are registered library card holders in good standing with the Community Library or Kenosha Public Library are eligible for this service.

II. Fees

There is a flat fee of \$10.00 for each exam proctored. An additional fee is charged if faxing is required. All fees are payable just prior to taking the exam. The library accepts cash, credit card and personal checks.

III. Availability

Tests must be scheduled with the proctor a minimum of 7 days in advance and will be scheduled during the proctor's regular work hours.

IV. Guidelines

- A. The student will allow sufficient time to take the examination before the deadline that has been established by the educational institution.
- B. The student will be required to present a valid picture I.D. at the time of the exam.
- C. Proctors will not monitor a student continuously during an exam, but may check on the student periodically. The Library does not guarantee that a quiet study room will be provided.
- D. Proctors will enforce any time limits that are placed on the exam, as well as other rules set forth in the examination materials. The use of cell phones or visiting with others is prohibited. Any perceived violation of the posted rules for the exam will be reported to the educational institution.
- E. Tests offered in a computer format must be compatible with the hardware and software available on the Library workstations.
- F. Prior contact between the testing institution and the proctor is required so that credibility and testing requirements can be verified.
- G. Proctors cannot proctor exams that students bring in themselves.

- H. Proctors will not sign a proctoring verification that attests to more than the staff member has been able to do.
- I. The Library will not be responsible for any delayed tests, nor for any completed tests once they leave the Library's possession and have been mailed back to the educational institution.
- J. The Library will not be responsible for tests that are interrupted by Library emergencies, power failures, or computer hardware or software failures.
- K. The Library reserves the right to substitute a proctor in the event of the original proctor's absence.

V. Responsibilities of the test taker

- A. Contact the Library to complete the necessary paperwork your school requires.
- B. Your school may have specific requirements for proctoring. Check with the proctor to make sure the Library can meet all of the requirements.
- C. Call prior to your test to make sure the test or login information has arrived. The proctor does not contact you when the exam arrives.
- D. Provide necessary postage for mailing the test back to your school if it has not already been provided by the school.
- E. Arrive promptly at the agreed-upon time, prepared with the items required for taking the test. These may include picture I.D., money, pens/pencils, and calculator. Only items listed in the instructions will be allowed in the test area. You are responsible for securing personal items before the test begins.
- F. Cell phone use during exams is prohibited.
- G. The library will hold an uncompleted exam for 30 days or until the testing institution's deadline, whichever is first. Uncompleted exams will be returned to the testing institution if postage is provided. If not, the exam will be destroyed.