

Exam Proctoring Policy

Introduction

The library may proctor written exams for registered library card holders in good standing, subject to availability of staff. A minimum of seven days notice is required before any exam will be proctored. In addition, all exam taking requirements and forms shall be received from the issuing institution before any tests are given. Those who like the library to proctor an exam should contact the Library Director at 262-644-6171.

Prior contact between the testing institution and the proctor is required so that credibility and testing requirements can be verified.

The library shall proctor any mailed, e-mailed and/or faxed exams. Any costs for printing, postage and faxing will be charged at the current rate per page to the test-taker. The library shall not proctor exams that students bring in themselves.

The test-taker must verify that the following conditions are acceptable to the institution giving the exam before having an exam sent to the SCL:

- ⤴ Only written exams will be proctored at the library.
- ⤴ It is the test-taker's responsibility to coordinate the transfer of the exam from the testing institution to the library and to verify that the exam has been received by the library. The proctor shall not contact the test-taker when the exam arrives.
- ⤴ The Library Director or his/her designee is available for proctoring during his/her regular work hours.
- ⤴ The test-taker shall allow sufficient time to take an examination before the deadline that has been established by the institution. It is the responsibility of the test-taker to schedule the timing of the exam. Exams shall be taken during regular library hours and shall be completed 30 minutes prior to library closing time.
- ⤴ Prior to taking any exam, the test-taker is required to present a photo I.D. and come prepared with necessary supplies to take the exam. Personal items such as cell phones shall be stored at the circulation desk.
- ⤴ Proctors shall enforce any time restrictions placed on the exam as well as other reasonable rules set forth in the exam materials.

- ⤴ Tests offered in a computer format shall be compatible with the hardware and software available on the library workstations. Tests taken over the Internet are limited to two hours in duration.
- ⤴ The library cannot provide a locked or secure place for the exam.
- ⤴ At the conclusion of the exam, the Library shall return the completed test to the testing institution via the U.S. Postal Service at the next regularly scheduled postal pick-up at the library. The test-taker is responsible for postage costs. The library can also fax a copy of a completed exam to the testing institution at the cost of \$2 per page.
- ⤴ The library shall hold uncompleted exams for 90 days or until the testing institution's deadline, whichever is first. Uncompleted exams shall be returned to the testing institution if postage is provided. If not, the exam shall be destroyed.
- ⤴ The proctor shall not sign a proctoring verification form that attests to more than what the proctor has been able to do.
- ⤴ The SCL shall not be responsible for any delayed exam, nor any completed exams once they leave the library's possession.
- ⤴ The library shall not be responsible for tests that are interrupted by library emergencies, power failures and/or computer hardware and/or software failures.