

# PROCTORING POLICY

## PURPOSE

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

## FEEES

The library provides proctoring for free; however the student must pay for any printing, faxing, or postage at the time of testing. If the exam has been provided by email and/or online and must be printed, the student will pay \$0.15 per page. If the exam needs to be faxed, the student will pay \$1.00 per page. If the exam is to be returned by mail, the student must provide a postage paid envelope, or pay the postage costs to the library.

The library is not responsible for any costs to receive or return any test materials. All fees and costs are the responsibility of the student.

## SCHEDULING & EXECUTION OF EXAMS

Tests must be scheduled in advance by calling the library (262-878-2910), or emailing the Library Director.

Exams may be taken any time the library is open depending on staff availability. Exams must be completed 30 minutes before the library closes.

Pending exams will be kept on file. Students should contact the Library Director to verify that the test has been received and to schedule a time to take it.

The library reserves the right to return tests to the issuing institution up to 72 hours after the completion of the exam. Exams can be returned via mail, fax, or email.

## GUIDELINES

The student is responsible for verifying with the issuing institution that the library can meet the institution's requirements and for coordinating the transfer of the exam from the issuing institution to the library.

The student will allow sufficient time to take the examination before the institution's deadline.

Students must arrive promptly at the agreed-upon time, prepared with the items required for taking the test, such as money, pens/pencils, and calculator. The library will not provide these materials. Only items listed in the instructions will be allowed in the test area. If testing

requires, students may secure personal items behind the Circulation Desk for the duration of the exam. The library is not responsible for lost or stolen items.

Exams will be administered by library staff. Specific proctors cannot be guaranteed. Librarians cannot proctor exams that students bring in themselves. Photo ID is required for verification of each student taking an exam.

Unless expressly required by the student's institution, 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 area will be available.

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 rules for the exam will be reported to the educational institution.

Tests taken on library computers must be compatible with the hardware and software available on the library workstations. If allowed by the testing institution, students may bring their own laptops and take the exam online using the library's wireless connection.

Librarians will not sign a proctoring verification that attests to more than the staff member has been able to do.

The library will retain exams for 90 days, or as long as the institution requires, whichever comes first. Any uncompleted exams will be returned to the issuing institution if postage has been provided, if not, they will be destroyed.

The Graham Public Library will not be responsible for any delayed tests, nor any completed exams once they leave the library. The library will not be responsible for tests that are interrupted by library emergencies, power failures, Wi-Fi failures, or computer hardware or software failures.

All tests and materials must be sent to:      Graham Public Library  
Attn: Library Director  
1215 Main Street  
Union Grove, WI 53182  
Fax: (262) 878-0213  
sswanson@uniongrove.lib.wi.us

*Adopted by the Graham Public Library Board of Trustees April 12, 2017*

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