

## EXAM PROCTORING POLICY

The Library may proctor exams for registered library card holders in good standing, subject to availability of staff. Only exams which are written may be considered for proctoring. A minimum of three days advance notice is required before any exam will be proctored. In addition, all exam taking requirements and forms must be received from the issuing institution before any tests are taken. Those who would like the Library to proctor an exam should contact the library's Reference Desk at (262) 691-5670 Extension 925.

The Library charges \$20 per exam for this service, which includes the cost of printing exams under 20 pages and returning exams via email or fax. The Library will charge 10 cents per page for all printing over 20 pages. Postage other than standard mail must be paid by the exam-taker. Payment must be made before the exam is taken.

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

- The Library will proctor mailed, e-mailed, or faxed exams.
- Only written exams will be proctored at the Library.
- Several staff members are available for proctoring during their scheduled hours at the Reference Desk. A specific proctor cannot be guaranteed.
- 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 test-taker will 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 must be taken during library open hours and must be completed 30 minutes prior to library closing time.
- Prior to taking the exam, the test-taker is required to present a photo I.D. and to come prepared with the necessary supplies to take the exam. Personal items such as cell phones must be stored at the Reference Desk.
- Exams will be taken in a windowed study room adjacent to the Reference Desk. Proctors will not monitor the test-taker continuously but may check in periodically. The Library cannot guarantee that the area outside the study room will be quiet.

- Proctors will enforce any time restrictions placed on the exam as well as other reasonable rules set forth in the exam materials.
- The Library cannot provide a locked or secure place for the exam.
- At the conclusion of the exam, the Library will return it to the testing institution via email, fax or the U.S. Postal Service at the next regularly scheduled postal pick-up at the library.
- The library will hold an uncompleted exam for 90 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.
- The proctor will not sign a proctoring verification form that attests to more than what the proctor has been able to do.
- The Pewaukee Public Library will not be responsible for any delayed exam, nor any completed exams once they leave the Library's possession.

Adopted by the Board of Trustees: October 13, 2006

Revised by the Board of Trustees: August 25, 2016; Lisa Jansen, Library Board President