

## **EXAM PROCTORING POLICY – Monona Public Library**

### **I. PURPOSE**

The purpose of this policy is to detail the procedure for proctoring of written tests by Monona Public Library staff.

### **II. POLICY**

In an effort to support the goal of lifelong learning and as a public service, the Monona Public Library provides proctoring services during Library hours. Individuals who wish to have an exam proctored must be a registered SCLS library cardholder in good standing.

Exams are proctored subject to the availability of authorized staff and resources. The Library does not guarantee that the student will be under direct observation during the test. Students must make arrangements for exam proctoring at least 48 hours in advance. When making appointments, students must supply a name, address, telephone number, name of the testing institution, and the date and time of the exam.

The librarian, or library assistant, who monitors the examination will be the back-up librarian on duty at the Public Service Desk, or their designee, at the time the student takes the examination. The monitoring librarian will verify the identity of the student by requiring presentation of a picture ID before administering the examination.

Completed examinations will be returned to the testing institution only via the envelopes or packaging provided by the student or institution. Copies of completed exams are not retained. Examinations not completed by the student within 30 days of receipt by the Library will not be retained.

Testing accommodations vary among library facilities. It is the student's responsibility to ensure that the physical facility is adequate for their test taking requirements.

Library Board approved on July 15, 2008.