

## G. PROCTORING SERVICE

In support of its mission to promote lifelong learning, the Morris Area Public Library will proctor online and written exams for free for residents of Grundy County who provide a current, valid form of ID. Proctoring may be provided for a fee for individuals residing outside of Grundy County.

### GENERAL

- Online testing may be done via a library computer or the student's personal laptop.
- The library will not download software onto library computers that is not compatible with the library's network. The library cannot guarantee that technical problems will not occur when using the library's network or its computers.
- The library is not responsible for deadlines set by the institution.
- The library will not retain copies of the completed exams.
- The library does not guarantee the name of an individual proctor; any library employee may act as the proctor.
- The library employee proctoring an exam will verify identification of the student.
- Exams will be conducted within immediate sight of the circulation desk, but the proctoring library employee will also be assisting other library users and will not sit with the student and "watch" them.
- The library agrees to provide a reasonably quiet space for students to undertake the exam but students should be mindful that the library is a public building.
- The proctoring librarian will not be responsible for timing an exam.
- The proctoring librarian will not grade any examination.
- The student should contact the library 24 hours prior to the scheduled exam date to be sure that the exam has arrived. This applies to both written and online tests.

### SCHEDULING

- Exams are administered by appointment only.
- All students must complete an exam proctoring application.
- Applications for proctoring must be submitted at least seven days in advance of the anticipated exam appointment date.
- The student must make arrangements with the school to have written tests sent to the library. Appointments will not be scheduled and or given final approval until the library receives the exam materials.
- Appointments may be scheduled by a department manager and the library director. The staff member scheduling the exam appointment is responsible for informing all staff working at the time of the appointment so that they are prepared for the student. Exams that have not been taken will be stored in the circulation manager's office.
- The library is not responsible for exams sent without prior arrangements and/or notification. Prior proctoring arrangements with an institution or student do not indicate an ongoing partnership; the student and/or institution must verify with the library all future arrangements on a case-by-case basis.
- The library reserves the right to cancel or reschedule exams.
- Students are responsible for notifying the library as soon as possible if they are unable to keep a scheduled proctoring appointment. Anyone who schedules an appointment and does not show up may forfeit the opportunity to have future exams proctored.
- Exams that have not been taken within 2 weeks of receipt at the library will be mailed back, blank, to the school, unless the student has contacted the library within those 2 weeks to set up a testing date that extends beyond the 2 week period.

### RETURNING EXAMS

- All tests to be returned by mail must be accompanied by a postage-paid envelope. The library does not accept the cost of mailing tests back to schools.
- Students are not allowed to mail their own tests back.
- The library may fax tests back to schools. Students are responsible for fees associated with the library's faxing service.
- Exams will be faxed back to the school within 24 hours. Exams to be sent back to the school by mail will be picked up by the United States Postal Service within 24 hours or the next delivery day.
- The library is not responsible for USPS mail service delays and does not provide a receipt of mailing.