

Test Proctoring Policy

Persons enrolled in online courses, distance-learning programs, or taking exams for employment testing or job re-certification often require test proctoring. As part of our mission to meet the community's educational needs, the Library offers a test proctoring service. This policy is established to set expectations among those seeking a test to be proctored by Morton-James Public Library staff.

1. There is no fee for having a test proctored, and the test taker is not required to have a library card.
2. Test takers requesting a proctor must contact the Library to schedule a proctoring session no later than three (3) days prior to the requested test date. No "drop-in" test proctoring will be provided. If a test taker cannot keep their scheduled appointment, they must notify the Library as soon as possible.
3. If an institution requires formal approval from Library staff to serve as a proctor or needs to send information/directions pertaining to the test, it must be received at least 24 hours prior to the arranged test time.
4. Tests must be scheduled during normal Library hours, and all testing must be completed at least 30 minutes before the Library closes. The Library cannot guarantee constant supervision or a quiet environment.
5. Test takers should arrive as scheduled. They must bring a photo ID, and provide their own necessary supplies, laptop computer, etc.
6. Whenever possible, the Library Director will serve as the proctor for tests. The proctor will read and follow all instructions for administering the test.
7. The Library cannot proctor online tests that require the installation of special software or the modification of existing computer settings.
8. Paper tests can be received and returned through the U.S. mail. If test takers wish to have their test mailed, they must provide a prepaid envelope addressed to the proper institution. Accommodations cannot be made for special handling requirements for returning tests. The Library is not responsible for the delivery time of the returned exam.
9. The Library reserves the right to cancel or postpone a test if testing materials are not received in time, require clarification, incur any expense, or exceed our ability to comply with the testing institution's requirements. Library staff may decline to proctor a test deemed too burdensome or exacting in its demands (as determined by the Library Director). The Library is not responsible for exams that are lost by the postal system or electronically. The Library will not keep copies of completed exams.

Adopted November 9, 2016