

**St. Joseph Public Library
Exam Proctoring Policy & Guidelines**

St. Joseph Public Library (SJPL) provides exam proctoring services during regular library hours by appointment. The appointment should be scheduled at least seven days in advance. Both written and online exams can be proctored. Online testing may be done via the examinee's laptop (if permitted by institution), or library computer. Use of library computers must comply with the SJPL "Public Computers and Internet Policy." SJPL will not download software onto library computers for exams.

SJPL will attempt to provide a reasonably quiet space for the exam, but examinees and institutions should be aware the library is a public building. SJPL cannot guarantee that technical problems will not occur when using the library's network or its computers. SJPL is not responsible for exams that are interrupted by emergencies, power failures, or technical difficulties. In the event of a library emergency the test may be rescheduled. If it is rescheduled, the examining institution will be notified.

SJPL will choose who will proctor the exam and reserves the right to substitute a proctor in the event of the original proctor's absence. The proctor who begins the exam may not be the proctor who finishes the exam.

Prior to the day of the exam the proctor must be notified of the name of the institution requiring the exam, contact information for the teacher and specifics of the exam such as the duration of testing time and use of permitted external resources. Prior contact between the examining institution and the proctor may be required. If it is determined that the proctoring request is too burdensome to administer, SJPL reserves the right to decline to proctor the exam.

The use of cell phones or visiting with others is prohibited during the exam. Any violations noted will be reported to the examining institution.

Examinee Responsibility

- The examinee should provide their contact information to the proctor.
- The examinee must make arrangements with the examining institution to have written exams sent or delivered to the proctor in care of SJPL.
- The examinee must contact the proctor prior to the exam to ensure SJPL has received the exam and any necessary passwords.
- The examinee is required to present a valid photo ID at the time of the exam, as well as other credentials that may be required by the examining institution. The examinee is responsible for being informed as to what is required.

Other Provisions

- Neither SJPL nor the individual proctor is responsible for reminding the examinee of the scheduled exam time.
- SJPL reserves the right to reschedule or cancel the test if the examinee is more than 30 minutes late.

- In the event the examinee cancels their scheduled time twice, SJPL reserves the right to deny future proctoring services for the examinee.
- SJPL reserves the right to cancel or postpone an exam if the materials are not received in time. SJPL will inform the examinee if the materials are not received in time, but it is the responsibility of the examinee to contact the examining institution to make other arrangements.
- SJPL will hold exams for a period of no longer than 14 days, or the examining institution's deadline, whichever comes first. Any uncompleted exams will be returned to the examining institution.
- SJPL is not responsible for any delayed, incomplete, or completed exams once they are out of the library's possession and have been mailed to the examining institution.

Fees

- There is no proctoring fee; however, SJPL will not incur any costs for administering or returning exams.
- The student or the examining institution must provide a return envelope and sufficient postage, if applicable.
- SJPL charges \$1.00 per page to fax. The proctor can scan and submit exam results via email. The first four pages can be emailed free of charge. The fee is 25 cents per page to scan and email in excess of four pages.
- SJPL charges 10 cents per page for black and white prints/photocopies and 25 cents per page for color prints/photocopies.

*Previous approval date: January 24, 2017