Marcus Public Library Proctoring Policy

The student should ask the Library Director to proctor an exam. A mutually agreeable time should be worked out between the student and staff that has the end

time of the test taking place at least 30 minutes prior to closing time.

The student is responsible for arranging that the exam and instructions are sent to the library prior to the arranged test-taking time and should call to confirm the test has arrived prior to that time.

The student is responsible for confirming that the libraries resources, be they technological or environmental, are adequate for their test taking needs.

The student will be required to show a valid photo id at the time of the exam.

The student is responsible for the return postage or fax costs for returning the test if a self-addressed envelope is not included.

Staff will be observing the student while still completing other tasks and assisting patrons during the test taking time period. The library will not be able to provide a proctor who provides constant uninterrupted observation.

Staff will not assist during the testing period.

The library is not responsible if the institution’s website or email is not working, or if the library’s system is not working. If this is a concern, please schedule the test early enough that another testing time can be scheduled if the internet should happen to go down, etc.

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.

The library may refuse to proctor an exam if it will not work with the

staffing scheduled for that time and the needs of the library.

Reviewed December 4, 2019