



EXAMINATION PROCTORING POLICY

In support of life-long learning, the Lemont Public Library District will provide proctoring services for administering examinations. For the purposes of this policy, the proctor is the staff who may monitor or administer the examination while proctoring is the process of administering the examination.

Exams are proctored:

- Monday through Saturday during regular library hours
- by appointment only and subject to the availability of authorized staff and according to the following guidelines.

PROVISIONS

- Anyone may apply for examination proctoring.
- A minimum of two-week advanced notice is required for test proctoring. This service is not available on a walk-in basis, and pre-scheduling assures the availability of the test, the authorized staff, and, when needed, the availability of a computer workstation or study room.
- Exams must be completed 30 minutes prior to closing
- The library may provide a private study room but cannot guarantee quiet.
- The library cannot guarantee that technical problems will not occur when using the library's network or its computers.
- Proctors will not remain with the student but will intermittently monitor them.
- If a student requires staff to remain with them for the duration of the exam and \$20 per hour fee will be charged. This is based upon staff availability.
- A fee is assessed to cover costs of coordination, supervision and any necessary photocopying or record keeping and must be paid prior to the administration of the test.
- Fines or fees over \$10 owed to Lemont Public Library District must be paid prior to exam administration.

Students are responsible for:

- In advance of the exam, determining whether any special conditions exist for online testing. Tests requiring special software must be downloaded on the student's own device. Installation of software onto the Library's public computers — which may be needed to complete an online exam — is prohibited.
- In advance of the exam, arranging and verifying with the learning institution the delivery of print exams, other materials, and contact information to the proctor. The proctor will not contact the learning institution to obtain exam materials or other forms. We are not able to proctor any exam that requires grading or feedback on the part of the library. The proctor will not contact the learning institution to get exam materials or proctor forms.
- Providing a pre-paid mailing envelope for paper tests that need to be returned to the institution. The library is not responsible for receipt of the exam by the learning institution.
- Being on time for their scheduled appointment and notifying the proctor in advance if they cannot keep that appointment.
- Presenting a valid picture ID before taking the exam
- Supplying all materials needed to complete an exam in a timely, appropriate, and acceptable manner. This includes but is not limited to paper, pencils, calculators, and audio equipment, such as headphones.

Reviewed and approved: February 26, 2024.