



EXAMINATION PROCTORING POLICY

In support of life-long learning, the Lemont Public Library District provides proctoring services for administering examinations. For the purposes of this policy, the proctor is the staff member who administers or monitors the examination, while proctoring is the process of administering the examination.

Exams are proctored Monday through Saturday during regular library hours, by appointment only, subject to the availability of designated staff and according to the following guidelines.

Provisions

- Anyone may apply for examination proctoring.
- A minimum of two weeks' advance notice is required for test proctoring. This service is not available on a walk-in basis. Pre-scheduling helps assure the availability of exam materials, designated staff, and, when needed, a computer workstation or study room.
- Exams must be completed 30 minutes prior to closing.
- The Library may provide a private study room when available but cannot guarantee a quiet environment.
- The Library cannot guarantee that technical problems will not occur when using the Library's network or computers.
- Proctors will not remain with the student but will intermittently monitor the exam.
- Fees for proctoring services, photocopying, or other related services may be assessed in accordance with the Library's current fee schedule and must be paid prior to administration of the exam.
- Fines or fees over \$50 owed to the Lemont Public Library District must be paid prior to exam administration.
- The Library reserves the right to decline proctoring requests that exceed staffing, technology, scheduling, or facility capabilities.

Students are responsible for:

- In advance of the exam, determining whether special conditions exist for online testing. Tests requiring specialized software or administrative installation privileges must be completed on the student's own device. Installation of software onto the Library's public computers is prohibited.

- Arranging and verifying with the learning institution the delivery of all exam materials, instructions, and contact information for the proctor. The Library will not contact the institution to obtain materials or complete grading, evaluation, or feedback requirements.
- Providing a pre-paid mailing envelope for paper tests that must 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 photo ID before taking the exam.
- Supplying all materials needed to complete the exam in a timely, appropriate, and acceptable manner, including but not limited to paper, pencils, calculators, and headphones.

Reviewed and approved: February 26, 2024; May 12, 2026.