

## Exam Proctoring Policy

(Adopted February 27, 2019)

One of the goals of the Stickney-Forest View Public Library is to create an environment that supports life-long learning. One service we offer to support this goal is to provide proctoring of tests and examinations for students taking online, continuing education, or distance education courses.

Stickney-Forest View residents with a valid Stickney-Forest View Public Library card can request a proctoring appointment free of charge, other than normal charges for printing and/or copying. Residents from outside the Stickney-Forest View Public Library service area can request a proctoring appointment for a nominal fee in addition to normal charges for printing and/or copying.

|                       | <b>RESIDENT</b> | <b>NON-RESIDENT</b> |
|-----------------------|-----------------|---------------------|
| <b>1 HOUR OR LESS</b> | No charge       | \$10                |
| <b>1-2 HOURS</b>      | No charge       | \$25                |
| <b>2-3 HOURS</b>      | No charge       | \$50                |

Normal charges for printing and copying are ten cents per page for black & white printing and fifty cents per page for color printing.

Proctoring may only take place during regular library hours. Tests are limited to three tests per day/per patron OR for up to three consecutive hours, subject to staff availability. All tests must be completed 30 minutes prior to closing.

Proctoring must be scheduled at least one week in advance of taking the exam through the proctoring coordinator.

The test-taker is responsible for coordinating the test with their college, university, or licensing provider, NOT our library. We will fill out any paperwork required by your institution stating our competence to be a proctor. However, it is the test taker's responsibility to ensure that all testing and proctoring instructions are available at the library prior to the scheduled test. All components of the test MUST be in hand at the time of the test, or the test will be rescheduled.

Proctors will try to remain with the test taker but may need to intermittently step away during the exam. Several staff members may be involved in proctoring, and the Library cannot guarantee that the same staff member will be available during the entire test period. Students are responsible for determining whether the Library's level of supervision matches the requirements of their institution.

Test takers must read and sign the Proctoring Agreement form before test is proctored.

The Library cannot guarantee quiet conditions or that a private study room will be provided during the proctoring session. Meeting rooms may be reserved for exams in the same way and according to the same policies that they may be reserved for other patron uses. Exam proctoring will garner no special privilege or priority over other approved uses of Library space.

The Library will make every attempt to meet the needs of the student, but proctoring may be cancelled if the Library is closed due to inclement weather or other emergencies, including computer malfunctions or severe staffing shortages.

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