

AURORA PUBLIC LIBRARY EXAM PROCTORING POLICY

Long-distance learning programs and some professions provide opportunities for independent study on the condition that exams are proctored. In response to this need, the Library may administer exams in our role of supporting life-long learning. It is the responsibility of the student and the institution requesting the proctoring of a test to verify that the guidelines and conditions presented here are acceptable to the institution giving the test. Library staff will not sign any statement required by the educational institution inconsistent with our policy or with how the test was administered. If a proctoring exam has been scheduled, but no staff is available to administer it or technology problems prevent it, the appointment will be cancelled or re-scheduled.

Eligibility:

The service is available to all Library users.

Charges and Costs:

The Library charges a \$15 per exam proctoring fee (effective July 1, 2011). The student is additionally responsible for any incidental costs including postage, faxing, or supplies.

Administration

Depending on time and availability of staff, Library staff may administer either written or online exams.

- Exams must be scheduled with at least 48 hours notice.
- Exams will be proctored only at the availability of Library staff.
- A valid Minnesota Driver's License or ID must be submitted to staff for verification of identity or the test cannot be proctored.
- The institutions requiring proctored testing are responsible for making sure that the Library staff receives the examinations by the scheduled date and for including clear instructions for the exam.
- While the Library can proctor most exams, it cannot proctor any online exams that require public access computer settings be modified.
- The Library is not responsible for completed examinations which have gone astray due to postal delays, fax problems, etc.
- The Library will keep no copies of completed examinations.
- Untaken exams left in the care of the Library for over one month will be discarded.
- Library staff cannot interpret test instructions for the student nor assist in any technical manner with an online test.
- If it is determined that the proctoring request is unreasonable in its demands or too burdensome to administer, the Library reserves the right to deny this service.

Adopted by the Aurora Public Library Board 5/18/11; reaffirmed 4/29/14, 3/28/17, 5/21/20.