

City of Northfield, Minnesota	Policy Number: 7.06
LIBRARY	Adopted: 6/16/2009
PROCTORING POLICY	Revised: 5/19/2015

Policy Statement

PURPOSE: The Northfield Public Library offers exam proctoring for distance learning students taking online or written exams. This policy is to confirm the importance of offering this service during a time of increasing demand and to clarify the procedures.

REQUIREMENTS AND FEES: The library charges a \$15.00 fee for each exam proctored. Students must schedule their exam at least 24 hours in advance and present a valid I.D. at the time of the exam. The library staff will proctor exams only during open hours, including evenings and Saturdays. The library will not proctor exams on Sundays. The librarians reserve the right to cancel the exam for reasons such as technology malfunction, weather or staffing changes.

LIBRARY STAFF RESPONSIBILITIES: For online exams, librarians will have the option of reserving a laptop from the library or reserving a public Internet computer. Whether using a library computer or taking a written exam, students will be required to sit in specific areas near the reference desk. Due to the nature of a public library, librarians cannot ensure a quiet environment, nor can they ensure that the student will be under complete observation during the entire exam. Librarians will closely follow the institutions' instructions for a closed book exam.

Students should advise testing institutions that it is usually not possible to guarantee that a specific librarian will be on desk at the time of the exam.

The library will mail a written exam back in a postage paid envelope following the exam or if required by the institution, send email confirmation that the exam was completed. In the event the student fails to take the exam and the deadline has passed, the library reserves the right to either mail the exam back to the institution, if postage is provided, or shred the exam. Instructions will be discarded.

STUDENT'S RESPONSIBILITIES:

- To pay the \$15.00 fee.
- To call and verify that the written test has arrived and to make arrangements for taking the exam. If the exam is online, the student is responsible for making sure the reference staff has received emails regarding log in instructions, etc.
- To notify the library if they are not able to make the scheduled time
- To pay return postage if for any reason the institution has not provided a postage paid envelope
- If taking an online exam, the student should check with the library prior to taking the exam to make sure the library computers are compatible with the online exam.
- To pay for any exams or other supporting documents that are printed out for the student by the library

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- To come with all supplies needed to take the exam – i.e., calculators, etc. (The library can provide pencils and scratch paper).

Adopted by the Northfield Public Library Board

Date: June 16, 2009

Revised and reaffirmed by

Northfield Public Library Board

Date: May 19, 2015