

## **PROCTORING POLICY**

To meet the needs of students and educational institutions, the Beloit Public Library will cooperate with area residents and institutions to support their lifelong learning goals by offering exam proctoring services. This service is based on the availability of library staff, facilities, and the technology to do so. The Beloit Public Library reserves the right to limit or deny proctoring services if the request does not meet the proctoring policy.

### **Scheduling**

- The library will proctor exams by appointment only.
- Students must make arrangements with the Head of Library Services at least one week in advance of the exam date.
- Exams must be completed 30 minutes before the library closes.
- Proctoring services are available Monday through Thursday from 9:30 a.m. to 8:30 p.m., and Friday from 9:30 a.m. to 5 p.m. Proctoring services are not available on Saturday or Sunday.

### **Responsibilities of the Student**

- The student must make arrangements for the exam and instructions to be sent to the library at least one week in advance of the exam date.
- Exams not completed by the student within 30 days of receipt by the library will not be retained.
- The student is responsible for ensuring that the exam and other required materials have arrived at the library before coming to take the test.
- The student will arrive prepared with the necessary or required supplies to take the exam.
- The student is responsible for ensuring that the computer resources at the library are adequate for the exam requirements.
- On the day of the exam, the student will check in with staff at any of the Service Desks, provide valid photo identification, read, and sign the Proctoring Policy.
- The student will return the completed exam to the Service Desk from which they received the exam. Due to staff schedules, the person who administers the exam may not be the same person on duty when the exam is completed.

### **Responsibilities of the Library**

- Library staff on duty will proctor the exam. The library cannot guarantee a quiet place or continuous monitoring throughout the exam. Study rooms may or may not be available. Access to library laptops may or may not be available.

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- If the educational institution requires the student to receive constant, uninterrupted supervision, the library is not able to proctor the exam.
- Library staff will not sign any statement required by the educational institution inconsistent with our policy or with how the exam was administered.
- Library staff will enforce any rules or instructions listed on the exam materials.
- The library cannot provide proctoring for groups of students.
- Library staff cannot make changes to public internet computer settings.
- The library does not allow the installation of any special software that may be needed to complete the exam.
- The library cannot guarantee the speed of the internet connection or that technical problems will not occur.
- Library staff cannot provide technical support during the exam unless the problem is a malfunction of the library's equipment.
- The library will keep a copy of the completed exam for one week.
- The library is not responsible for exams lost electronically or in the postal delivery system.

By signing my name below, I certify that I have read the Beloit Public Library Proctoring Policy. Any questions concerning the policy was discussed. My signature certifies my understanding of and agreement with the Proctoring Policy. A copy of this document is available upon request.

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date