

Exam Proctoring Policy

The Itasca Community Library provides exam proctoring in support of its mission to provide life-long learning to all Itasca residents. Exams are proctored during regular library hours Monday through Saturday by a member of the Adult Services Department. Students must show proof of Itasca residency before test is administered. Any librarian from the Adult Services Dept. may act as the proctor.

Written and Online Exams

Responsibility will rest with the student to make necessary arrangements with the school to have the exam mailed or faxed to the library or for the necessary pass codes to be emailed to the test proctor. Proctoring must be scheduled in advance and administered by appointment. The student must allow at least 24 hours notice for exam administration. The test proctor will contact the student when the exam arrives, or in the case of an online exam, when the proctor receives the necessary information. If the student does not respond after 4 weeks of receipt of the exam the library or test proctor is not responsible. The library does not proctor exams on laptops. The test proctor will not provide any assistance during the exam. All exam rules will be enforced. The test proctor reserves the right to terminate an exam if any rule is being violated.

The library does not accept any postage cost with mailing exams back to schools. Students are not allowed to mail back their own exams. Exams will be mailed or faxed back to the school within 24 hours. The library is not responsible for US mail service delays and does not provide a receipt of mailing.

Board Approved:

Official Policy April 20, 2010