

## **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 Friday by a member of the Adult Services Department.

### *Written and Online Exams*

Responsibility will rest with the student to make necessary arrangements with the school to have the exam mailed, faxed, or emailed to the library or for the necessary pass codes to be emailed to the test proctor. Proctoring must be scheduled at least seven days in advance. 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. All exam rules will be enforced. The test proctor reserves the right to terminate an exam if any rule is being violated. Requests for proctoring requiring that the student be monitored during the entirety of the exam may be rejected based on staffing demands.

The library does not accept any postage cost with mailing exams back to schools. Exams will be mailed, faxed, or emailed 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.

Approved 7/17/18