

Exam Proctoring Guidelines

Availability

- Please contact The Adult Services Staff in advance to schedule proctoring for any exam.

Guidelines

- Each school and organization has different procedures and rules for its proctored exams. It is the responsibility of the proctored student to ensure that the Madison Public Library staff has been approved to proctor by their institution and advised of all procedures and rule.
- Exams are scheduled according to the availability of a proctor, a study room, and a computer (if required).
- All test taking materials must be received from the issuing educational institution, before any test are taken.
- Online access codes must be sent directly to the proctor from the school or organization.
- Students must provide photo ID before taking any exam.
- Library staff **cannot** sit or monitor a student while they are taking an exam.
- Library staff cannot proctor online exams that require public access computer setting to be modified.
- Exams will be scheduled during library hours and must be completed no later than 45 minutes before closing.
- If photocopying or printing is necessary, whether for printing out an exam or to make a photocopy after completion, the student will be responsible for paying .15 cents per page for black & white copies and .25 cents per pages for color copies.
- Exams **cannot** be sent to the school or organization by fax.
- If exams need to be scanned, library staff cannot guarantee the completed exam will be sent the same day the exam is taken.
- Please provide postage or a prepaid envelope if necessary.

Approved by the Library Board of Trustees

September 9, 2021.