

## **Exam Proctoring Policy**

It is the responsibility of the student and the institution requesting the proctoring of an exam to verify that the guidelines and conditions presented here are acceptable before having the exam sent to the Sturgis Public library.

It is the student's responsibility to make sure that the library received the exam and that the institution receives the returned exam upon completion. The library will not keep copies of exam materials.

The library will proctor mailed, e-mailed, or faxed exams. Any costs for printing will be charged at the current rate per page.

The library will provide workspace and limited supervision. Library staff will check identification if necessary.

Library staff will read and follow all instructions for administering the exam.

If there is a conflict between the instructions that the library has and the instructions given to the student, the library will follow the instructions they received from the institution.

It is the student's responsibility to contact the institution if there are questions about the instructions. If changes are made to the instructions, notification must be sent to the library prior to the start of the exam.

Library staff will proctor exams by appointment only. Exams must be taken during library open hours and must be completed 15 minutes prior to library closing time. It is the student's responsibility to notify the library if they are unable to make the appointment.

The student may use a library computer for online exams and time limits will be adjusted if necessary. All other needed equipment or tools must be provided by the student or testing institution.

Exam proctoring may be canceled or postponed if the exam materials are not received in time, require clarification, incur any expense, or otherwise exceed our ability to comply with the testing institution's requirements.

Library staff proctoring the exam will complete appropriate documentation forms provided by the institution and fax or email the forms as required at no charge. The library will mail or ship completed exam to institution if a postage paid envelope is provided, or student or institution has made prior prepaid arrangements with another commercial carrier. The library is not responsible for any costs in obtaining or returning the exam.

Exams not completed by the student within 30 days of receipt by the library will not be retained unless student has made prior arrangements.

*Adopted: 11/30/11*

*Reviewed: 9/27/23*