



TEST PROCTORING POLICY

The Galena Public Library provides proctoring services for individuals enrolled in distance education courses and for career advancement testing. Exams may be paper or in an online format. The Library will provide monitoring, but cannot provide one-on-one proctoring or continuous, uninterrupted monitoring of exams. Library staff will conduct the proctoring. Several staff members may be involved in proctoring and the Library cannot guarantee that the same staff member will be available during the entire test period. Individuals requiring proctoring services are responsible for determining whether the Library's level of supervision matches the requirements of their institution.

SCHEDULING

Exam proctoring must be scheduled a minimum of one week in advance and is subject to the availability of staff and appropriate space. Proctoring is available during the following hours:

Monday – Thursday: 10 am to 6 pm

Friday – Saturday: 10 am to 4 pm

The Library will make every attempt to meet the needs of the individual, but proctoring may be cancelled or rescheduled if the Library is closed to inclement weather or other emergencies, including technological malfunctions or staffing shortages.

RESPONSIBILITY OF INDIVIDUALS

It is the individual's responsibility to ensure that the exam has arrived on time. The individual is responsible for providing supplies, such as pencils, paper, etc. which are not provided by the institution. The Library will not have items and/or materials available. Current identification must be presented at the time of the exam is taken and match the name on exam materials.

It is the individual or institution's responsibility to provide a properly addressed envelope with sufficient postage for returning the exam, if necessary. The Library is unable to provide payment for expedited shipping. Testing materials will be handled in the same manner as all other Library mail. Library staff will not make special trips to the post office or arrange for pick-up or mailing services. The Library will not assume responsibility for completed exams that are not received by the institution.

Approved: 05/15/2023