Shorewood-Troy Public Library

Proctoring Policy

Approved by Board Action, 4/14/16; Reviewed 5/10/24

The Shorewood-Troy Public Library is available to serve as a proctor for tests for students taking online, continuing education, or distance education courses, subject to the following conditions:

- The test-taker is responsible for coordinating the test with their college, university, or licensing provider, NOT our library. We will fill out any paperwork required by your institution stating our competence to be a proctor. However, the test-taker will be responsible for ensuring that all testing and proctoring instructions are available at the library prior to the scheduled test. We highly recommend that the test-taker check with the library's Head of Adult Services about all required components of the test being present at our facility at least 48 hours prior to the test. That will allow you time to check with your testing institution to ensure that any missing components are sent to us in a timely fashion.
- All components of the test MUST be in hand at the time of the test, or the test will be rescheduled.
- All tests must be scheduled at least 96 hours (4 days) in advance. Coordination of the scheduling is done through the Head of Adult Services (rnowak@shorewoodtroylibrary.org) or 815.725.1715.
- Proctoring services will be available as staff are available to provide proctoring. Please note, proctoring is not our library's core mission, and there may be times that staff cannot make immediate arrangements to provide proctoring services. Tests may only be scheduled Monday-Friday. Scheduling a time well in advance of your test due date will allow us to serve you better.
- The proctor will be present in the room with you for the entire time of your test. All instructions from your institution will be followed, i.e. whether it is to be taken on the computer or not, whether you are allowed a calculator or not, etc.
- Tests are limited to 3 tests per day/per patron OR four hours, whichever is the shorter amount.
- We encourage you (if the grading is not instantaneous) to check with your institution after 2-3 days to see that your test was received.

I agree to the terms of the proctoring:

Name: _____

Date: _____