

## *Policy on Exam Proctoring*

Adopted April 2015

Reviewed June 2018

In an effort to support lifelong learning, the Monroe Public Library provides proctoring services without charge to the public. Proctored exams must be from educational institutions rather than corporations.

The library cannot provide continuous monitoring or a uniformly quiet test-taking environment.

### Student Responsibilities

- Order exam through the educational institution and verify it has arrived.
- Have any necessary materials to complete the exam, such as a calculator.
- Know the time limits on the exam and ensure enough time is remaining during the library's open hours to complete the exam.
- Provide photo identification to the proctor.

### Library Proctor Responsibilities

- Understand the conditions of the exam.
- Enforce guidelines such as time limits.
- Sign necessary paperwork.
- Accept the completed exam and ensure its timely return to the educational institution.