



## Exam Proctoring Policy

The Fox River Grove Memorial Library provides exam proctoring in support of its mission to provide life-long learning to all residents.

Exams are proctored during regular library hours Monday through Friday by a member of the Adult Services Department.

Responsibility will rest with the student to make necessary arrangements with the school to have the exam mailed or faxed to the Library or for the necessary pass codes to be emailed to the test proctor.

Proctoring must be scheduled in advance and administered by appointment. The student should allow at least 72 hours' notice for exam administration.

The test proctor will contact the student when the exam arrives, or in the case of an online exam, when the proctor receives the necessary information. If the student does not respond after 1 week of receipt of the exam the Library or test proctor is not responsible.

Proctors will not monitor a student continuously during an exam, but may check on the student periodically. The Library does not guarantee that a quiet study room will be provided. The test proctor will not provide any assistance during the exam. All exam rules will be enforced. The test proctor reserves the right to terminate an exam if any rule is being violated.

The Library does not accept any postage, printing, or faxing costs for sending exams back to schools. USPS rates for postage and Library rates for faxing and printing will apply. There is no cost associated with emailing completed exams when accepted by the school. Students are not allowed to send back their own exams. Proctors will send exams back to the school within 24 hours. Tests for which postage or faxing fees have not been provided will be destroyed. The Library is not responsible for US mail service delays and does not provide a receipt of mailing.

Residents of areas unserved by any public Library taxing district are required to pay an annual fee in order to access Library services, including exam proctoring. See the Non-Resident Library Cards policy for details. Upon payment, non-residents' access to all Fox River Grove Memorial Library services will be equal to residents of the FRG library district.