

SUN PRAIRIE PUBLIC LIBRARY

PROCTORING POLICY

I. Purpose

- A. Proctoring exams is a service of the Sun Prairie Public Library when student, institution, and library policies agree on the timeframe, cost responsibility, and physical facility provided. Individuals must provide verification of identity with a picture ID at the time of testing.

II. Availability & Accommodations

- A. Exams in paper format are proctored subject to the availability of authorized staff.
- B. Exams will be administered in a small, private room with a glass front. The student will be visible to the proctor, but not under direct observation during the exam.

III. Scheduling

- A. The student must schedule the exam no less than 48 hours in advance. The student may contact a proctor at 608-825-7323, or in person.
- B. Exams must be taken within the timeframe established by the testing institution or within 2 months of the library receiving the exam. It is the student's responsibility to schedule the test within the timeframe noted in III(A). Tests not taken within the stated timeframe will be shredded.

IV. Costs to Student and/or Testing Institution

- A. The library charges \$15.00 per exam proctored, payable before the exam is presented to the student.
- B. It is the responsibility of the testing institution or the student to provide mailing materials and postage as needed.
- C. Emailed exams are printed by the library at a charge of 20 cents per page, payable before the exam is presented to the student. Faxed exams received/returned carry a charge of \$1.50 for the first page and \$1.00 for each following page, also payable before the exam is presented to the student.
- D. Completed exams will be submitted according to the testing institution's guidelines. For faxing, the student has access to a public fax machine that is activated by the individual's credit card or they may purchase a pre-paid fax card at the front desk.

Drafted: May 24, 2013

Approved: August 8, 2013