



# ***PROCTORING POLICY***

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## **I. Purpose**

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

## **II. Availability & Accommodations**

- A. Exams 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. It is the responsibility of the testing institution or the student to provide mailing materials and postage as needed.
- B. Completed exams will be submitted according to the testing institution's guidelines.

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