



OREGON PUBLIC LIBRARY PROCTORING POLICY

I. Policy

To support lifelong learning, the Oregon Public Library provides proctoring services free of charge during regular library hours.

- A. Proctoring can be set up by calling the library's Information Desk at 608-835-3656, emailing orelib@oregonlibrary.org, or using the [online proctoring form](#).
- B. Exams are scheduled at a time mutually convenient for the proctor and student. If a schedule change occurs, a different Information Desk staff member will proctor the exam.
- C. The library does not guarantee that the student will be under direct observation during the test. Exam proctors will periodically check on the student as time permits.
- D. Exams must be completed 30 minutes prior to the Library's closing time.

II. Student responsibilities

- A. Students must make arrangements for the exam at least 48 hours in advance. When making appointments, students will need to supply a name, their phone number, name of the testing institution (school), the date and time of the exam.
- B. It is the student's responsibility to verify the library received the exam or password(s) before the day of the exam.
- C. Students will arrive with the required supplies and their photo ID.
- D. Students should confirm that this policy meets the school's requirements.
- E. The student or school will be responsible for paying any postage costs in advance. When postage is not paid, the exam will not be mailed.
- F. If postage needs to be paid by the student, a flat fee of \$3.00 will be charged for postage (any change will go in the Friends of the Library donations box.) If a flat envelope needs to be supplied by the library, the student will be charged \$1.00.
- G. If an exam can be scanned as a PDF and returned via email, there is no charge to the student.

III. Proctor responsibilities

- A. Proctor will verify photo identification; enforce closed book, calculator, and/or personal item requirements and time restrictions.
- B. Completed paper exams will be returned to the testing institution only via envelopes or packages provided by the student or institution; Or scanned on the copier to a flash drive, and sent to the instructor via email. Copies of the exam are not retained. Exams not completed by the student within 30 days will be shredded or returned to the testing institution.

IV. Online testing

- A. An internet library computer can be reserved for online exam use.
- B. It is the student's responsibility to test the computer prior to the exam and assure any needed setting is available. The library is not able to change computer settings or download programs or plug-ins.

Thank you for considering Oregon Public Library as the proctoring location for you or your student's examination. If the Oregon Public Library proctoring requirements fit your needs and you wish to schedule an exam, contact the Information Desk Staff at 835-3656.

Approved: June 2009

Amended: April, 2012, January 13, 2022