

GERMANTOWN COMMUNITY LIBRARY EXAM PROCTORING POLICY

The Germantown Community Library offers exam proctoring services. Exams should be scheduled at least seven (7) days in advance. The library cannot provide same day testing. To schedule an exam proctoring, please call 262-253-7760 and speak with the Circulation Manager or send an email to circulationdesk@germantownlibrarywi.org.

The Germantown Community Library is not responsible for any costs to receive or return any test materials. All fees and costs are the responsibility of the student.

If the exam is to be returned by mail, the student must also provide a postage paid envelope (if not already provided by the institution).

Exams may be taken any time the library is open depending upon the availability of the *Circulation Manager* to administer the exam.

It is the student's responsibility:

- To provide photo ID to the proctor.
- To coordinate transfer of the exam from the issuing institution to the library.
- To allow sufficient time for the test to be taken and to meet any deadlines imposed by the issuing institution.
- To arrive promptly at the agreed-upon time, prepared with the items required to taking the exam. These may include pens, pencils, scratch paper and a calculator. The library cannot provide these materials.
- To verify that the library has received the exam.
- To allow sufficient time to take the exam before the deadline that has been established by the institution; the library will hold tests for seven (7) days.

The Germantown Community Library will only retain completed exams if requested by the professor or institution and will only keep a completed exam for up to seven (7) days.

The Germantown Community Library is not responsible for any delayed exam or any completed exams once they leave the library.

Proctors will not monitor a student continuously during the exam but may check on the student periodically. A proctor cannot read the exam aloud to the student but will make reasonable accommodation for a person with disabilities. Constant monitoring of a student taking an exam is not provided. The Germantown Community Library will provide a small study room and laptop (if required).

Proctors will enforce any time limits that are placed on the exam, as well as other rules set forth in the examination materials. The use of cell phones or visiting with others is prohibited. Any perceived violation of these rules for the exam will be reported to the educational institution.

Tests offered in a computer format must be compatible with the hardware and software available on library public workstations and laptops. Applications or programs cannot be downloaded onto library

equipment. Tests taken using Wi-Fi will be connected via an unsecured public wireless connection. Public computers automatically shut down 10 minutes before closing.

With regard to the required proctor information for some tests, the proctor will provide the necessary library and proctor information excluding personal information such as social security number or driver's license number.

Any uncompleted exams will be returned to the issuing institution, if postage has been provided; if not, they will be destroyed.

ADOPTED: 6/23/21