

## PURPOSE

The proctoring of examinations is a service offered by the Oak Creek Public Library. The library will offer proctoring services based on the availability of personnel, facilities and technology to do so.

## FEES

The fee of \$25 per exam taken must be paid at time of testing. Any additional fees (i.e. printing) must also be paid at time of testing. If the exam has been provided by email and/or online and must be printed, the student will pay \$0.15 per page. If additional copies are needed, the student will pay \$0.15 per page for those copies as well. If the exam needs to be scanned, the student will pay \$0.15 per page.

The 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 provide a postage paid envelope (if not already provided by the issuing institution).

## SCHEDULING & EXECUTION OF EXAMS

Anyone needing to have an exam proctored should contact the Information Desk (414-766-7900). Tests must be scheduled with the Information Desk a minimum of 7 days in advance.

Exams may be taken any time the Library is open depending on librarian availability. Exams must be completed 30 minutes before the Library closes.

Pending exams will be kept on file at the Information Desk. Students should contact the Information Desk to verify that the test has been received, and to schedule a time to take it.

The Library reserves the right to return tests to the issuing institution up to 72 hours after the completion of the exam. Exams can only be returned via mail or email. Fax service is not available.

The student is responsible for verifying with the issuing institution that the Library can meet the institution's requirements and for coordinating the transfer of the exam from the issuing institution to the Library.

The student will allow sufficient time to take the examination before the deadline that has been established by the institution.

Students must arrive promptly at the agreed-upon time, prepared with the items required for taking the test. These may include picture I.D., money, pens/pencils and calculator. The library will not provide these materials. Only items listed in the instructions will be allowed in the test area. *If testing requires, students may secure personal items behind the Information Desk for the duration of the exam. The Library is not responsible for lost or stolen items.*

Exams will be administered by the Library staff stationed at the 2<sup>nd</sup> Floor Information Desk at the time of testing. Specific proctors cannot be guaranteed. Librarians cannot proctor exams that students bring in themselves. Photo ID is required for verification of each student taking an exam.

Proctors will not monitor a student continuously during an exam, but may check on the student periodically. The 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 the posted 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 the Library workstations. Tests taken over the Internet will be connected via a public wireless connection.

Librarians will not sign a proctoring verification that attests to more than the staff member has been able to do.

The Library will retain exams for 90 days, or the issuing institution's deadline, whichever comes first. Any uncompleted exams will be returned to the issuing institution if postage has been provided, if not, they will be destroyed.

The Oak Creek Public Library will not be responsible for any delayed tests, nor any completed exams once they leave the Library. The Library will not be responsible for tests that are interrupted by Library emergencies, power failures, or computer hardware or software failures.

All tests and materials must be sent to:

Oak Creek Public Library  
Attn: Test Proctor  
8040 S 6<sup>th</sup> Street  
Oak Creek, WI 53154  
(414) 766-7900  
[oakcreek.library@mcfls.org](mailto:oakcreek.library@mcfls.org)

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Revised October 14, 2014  
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