

Exam Proctoring Policy

Kasson Public Library offers free exam proctoring based on the availability of staff and technology. A proctor will administer the test but cannot directly supervise the student.

Students will be responsible for providing postage fees, envelopes and any other expense incurred. Completed exams will be returned to the testing institution via email scanning wherever possible. If email is not possible, the exam will be mailed in a postage-paid envelope provided by the student.

Availability:

- Exam must be scheduled a minimum of 3 days in advance.
- Exam must be scheduled during the proctor’s regular work hours.
- Exam must be completed 30 minutes before the library closes.

Library responsibilities:

- Verify that the exam format is accessible prior to exam day.
- Provide the student with a place to take the exam.
- Check student ID.
- Distribute the printed exam or provide login credentials to an online exam.
- Track time as appropriate.
- Return the exam via the agreed-upon method.

Student responsibilities:

- Schedule a proctoring session.
- Provide postage-paid envelope, if using.
- Arrive promptly at the agreed-upon time.
- Finish the test in a timely manner.

Institution responsibilities:

- For written exams, email a copy in PDF format not later than 3 days prior to the exam.
- For online exams, communicate any testing requirements and login procedures no later than 3 days prior to the exam.

I have read and agree to the above policy:

Signature (student): _____

Print name: _____ Date: _____

***Kasson Public Library Board of Directors
Approved: December 8, 2020***