

Jack Russell Memorial Library Exam Proctoring Policy

As of January 1, 2018 the Jack Russell Memorial Library (JRML) offers exam proctoring services at a cost of \$10 for each half hour staff spend preparing and/or administering the exam. Typically tests ought to be scheduled seven (7) days in advance. The JRML cannot provide same day testing. To schedule a test proctoring, please call 262-673-8240 and speak with either the Library Director or Assistant Director.

The fee shall be paid at the time of testing either in cash or by check. Any additional fees such as printing or faxing, shall also be paid at the time of testing. If the exam has been provided by email and/or online and must be printed, the student will be charged \$.10 per page.

The JRML 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 JRML is open depending upon the availability of a certified MLS librarian to administer the exam.

It is the student's responsibility:

- To provide a photo I.D. to the proctor.
- To coordinate transfer of the exam from the issuing institution to the JRML.
- 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 items required for taking the exam. These may include pens, pencils, scratch paper and a calculator. The JRML cannot provide these materials.
- To verify that the JRML has received the exam.
- Allow sufficient time to take the examination before the deadline that has been established by the institution; the library will hold tests for seven (7) days.

The JRML will only retain completed exams if requested by the professor or institution and will only keep a completed exam for one week (seven days).

The JRML 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 person with disabilities. Constant monitoring of a student taking an exam is not provided. The JRML 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 JRML public workstations and laptops available. Tests taken via using Wi-Fi will be connected via an unsecured public wireless connection. Public computers automatically shut down five (5) 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.