

Exam Proctoring

Long-distance or online learning programs and some professions provide the opportunities for independent study on the condition that exams be proctored and certified. In support of life-long learning, the Library will provide this service administering examinations.

A minimum of three days advance notice is required before any exam will be proctored. Anyone may apply for examination proctoring. Exams are proctored during regular Library hours Monday through Saturday.

To recover the cost of coordination, supervision, any necessary photocopying, postage, and recordkeeping, fees will be assessed according to the schedule below. The exam will not be administered until the fee is paid by the person taking the exam, unless the fee is paid by the agency or institution in advance.

Villa Park and Oakbrook Terrace cardholders with valid cards (valid Library cards may not be expired or have more than \$10.00 in fines/fees on account): No charge per exam session up to four hours. Nonresidents: \$25.00 per exam session up to four hours. The test taker must verify that the following conditions are acceptable to the institution giving the exam. Fees will not be assessed for members of the Villa Park Fire Department and the Villa Park Police Department.

- Written and online exams will be proctored at the Library.
- A specific proctor cannot be guaranteed.
- It is the test-taker's responsibility to coordinate the transfer of the exam from the testing institution to the Library and to verify that the exam has been received by the Library.
- The test-taker will allow sufficient time to take an examination before the deadline that has been established by the institution. It is the responsibility of the test-taker to schedule the timing of the exam. Exams must be completed 30 minutes prior to library closing time.
- Prior to taking the exam, the test-taker is required to present a photo I.D. and to come prepared with the necessary supplies to take the exam.
- Proctors will monitor the test-taker periodically. The Library cannot guarantee that the area outside the study room will be quiet.
- Proctors will enforce any time restrictions placed on the exam as well as other reasonable rules set forth in the exam materials.
- Exams will be mailed or faxed back to the school within 72 hours. The library is not responsible for US mail service delays and does not provide receipt of mailing.
- The Library will hold an incomplete exam for 30 days or until the testing institution's deadline, whichever is first. Incomplete exams will be returned to the testing institution
- The proctor will not sign a proctoring verification form that attests to more than what the proctor had been able to do.

Approved 8/25/10

Revised 12/28/2016