

EXAM PROCTORING

- Arrangements for a proctored exam must be made in advance. The exam must be completed during regular business hours and at a time during which a proctor is scheduled to be on site.
- There is no fee for administering a proctored exam at any Brown County Library.
- Proctors are unable to provide one-on-one supervision of a student during an exam.
- Not all Brown County Libraries can offer a private, distraction-free setting for taking exams.
- The Library reserves the right to substitute a proctor in the event of the original proctor's absence.
- Unless otherwise specified, the student is responsible for contacting the instructor or institution to arrange delivery to the proctor of both the examination and the instructions for its administration.
- The responsibility for ensuring that the examination has been received by the proctor rests with the student. The proctor does not contact the student when an exam arrives.
- The student must arrive promptly at the agreed-upon time, prepared with the items required for taking the test. These may include picture ID, money for fax and photocopy charges, pens/pencils and calculator. Only items listed in the instructions will be allowed with the student in the test area. The student is responsible for securing personal items before the test begins. Unless instruction specify, no other person is allowed with the student while s/he is testing.
- If fax services are not required, the completed written exam will be mailed from the library at which the test was taken. A postage-paid envelope provided by the student or issuing institution is required. Unless stated in the instructions, neither the exam, nor a copy of that exam, will be retained by the student.
- Public internet access is available for online exams. Computers are usually available on a first-come, first-served basis, although some locations will allow reservations in advance to ensure availability. In either case, if the student deems that this option does not provide adequate privacy, a different testing site should be sought.
- Scheduling subsequent and/or retake exams must be arranged by following the same procedures as for scheduling the original exam.
- For group exams, every effort should be made to ensure that all members can take the exam simultaneously.
- In compliance with the instructions provided by the issuing institution, exams not taken by the date on which they were to be completed are either discarded or returned.