

03-15-07 Updated: 1/18/2023	GUIDE	K-5
EXAM PROCTORING		

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- Arrangements for a proctored exam must be made 3 days 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 guarantee 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 student is responsible for ensuring that the examination has been received by the proctor. The proctor will not contact the student when the exam arrives.
- The student must arrive 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 instructions specify, no other person is allowed with the student while they are testing.
- If fax, email or digital submission 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 or laptops are usually available on a first-come, first-served basis, although some locations will allow reservations in advance to ensure availability. If the student deems that these options do not provide adequate privacy, a different testing site should be sought.
- The same procedure is followed for scheduling subsequent and/or retake exams.
- For group exams, every effort should be made to ensure that all members can take the exam simultaneously.
- Completed exam materials will be retained for up to 60 days or when the instructor or institution indicates that it can be destroyed, whichever occurs first. 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.