

## Policy on Proctoring Exams

To help patrons meet their educational goals, the Bremen Public Library offers free proctoring services. Proctoring services are available at the discretion of the library and may be refused if the library cannot reasonably accommodate the guidelines stipulated below.

- Exams must be scheduled at least one week in advance by contacting the library. Exam proctoring is available Monday through Saturday during regular library hours.
- Testing must be completed 30 minutes before closing time.
- Prior to the exam, student must ensure that the library has received any/all necessary materials, documentation, or information from the issuing educational institution.

Proctoring consists of:

- Checking identification of student taking the exam.
- Noting the time that the exam was started and completed.
- Signing the required school supplied documentation.
- Providing a quiet area of the library; however, direct supervision during the exam is NOT provided.

Student responsibilities:

- The student must confirm that this proctoring policy meets the requirements of the institution giving the exam.
- The student must bring their own supplies for the exam.
- If a computer is required, the student is strongly encouraged to bring their own device.
- If they cannot, the student must inform the library ahead of time that they will need to use a public access computer for the examination.
- The student is strongly encouraged to personally verify prior to the exam that the library's computers will meet all necessary technical specifications.
- The library cannot proctor online exams that require public access computer settings to be modified.
- The library will not be held responsible for any examination that cannot be completed due to a mechanical malfunction or outage.
- The student is responsible for providing a self-addressed envelope with sufficient postage for returning mailed exams.

Staff will seal the envelope of the completed exam and place in the library's outgoing mail. The library does not keep copies of completed exams.

*Adopted by the Bremen Public Library Board of Trustees on April 29, 2024.*