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**SUBJECT: EXAMINATION PROCTORING****I. PURPOSE**

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 for administering examinations.

**II. SCOPE**

Anyone may apply for examination proctoring. Exams are proctored during regular library hours Monday through Saturday at all three Naperville Public Library facilities.

**III. PROVISIONS**

- A. Proctoring should be scheduled at least one week in advance and is administered by appointment only. Exams are proctored by Adult Services Department staff, subject to staff availability.
- B. The student must be on time for their appointment and is responsible for notifying the proctor in advance if they cannot make that appointment.
- C. Fees are assessed to help cover the cost of coordination, supervision, any necessary photocopying and recordkeeping. The exam will not be administered until the fee is paid by the person taking the exam. Fees will be assessed as follows:
  - 1. Naperville cardholders with a current card in good standing: \$30.00 per exam session up to four consecutive hours.
  - 2. All others, including reciprocal borrowers: \$60.00 per exam session up to four consecutive hours
  - 3. Any fines or fees over \$10 owed to Naperville Public Library must be paid prior to exam administration.
- D. It is the student's responsibility to arrange for their learning institution to provide the appropriate materials and contact information to the proctor. The proctor will not contact the learning institution to get exam materials or proctor forms.
- E. Proctors will not remain with the student during the test. Proctors will intermittently monitor students.
- F. Modification of library computer or software downloads will be made when possible.
- G. The proctor will return proctor forms directly to the school when asked to do so. It is the student's responsibility to provide postage should an exam need to be mailed. The library is not responsible for receipt of the exam by the learning institution.