

New Ulm Public Library Exam Proctoring Policy

Long-distance learning programs and some professions provide opportunities for independent study on the condition that exams are proctored. In response to this need, the Library may administer examinations in our role of supporting lifelong learning. It is the responsibility of the student and the institution requesting the proctoring of a test to verify that the guidelines and conditions presented here are acceptable to the institution giving the test, before having the exam sent to New Ulm Public Library.

Library staff will not sign any statement required by the educational institution inconsistent with our policy or with how the test was administered. If a proctoring exam has been scheduled, but no staff is available to administer it, the appointment will be cancelled or re-scheduled.

Charges and Costs

The Library does not charge for providing proctoring services. However, the student is responsible for any incidental costs, such as postage to mail back the exam (at U.S. Postal Service rates) or the current rate charged for faxing the exam from the Service Center. Payment of costs is due at the time of the examination.

Administration

Depending on time and availability of staff, Library staff may administer either written or online exams.

- Proctoring services are available to any person who is able to present acceptable photo identification, such as a student ID, state-issued driver's license, or state-issued photo identification, at the time of the test.
- An individual needing exam proctoring must first register with staff.
- Exams must be scheduled with at least one week notice.
- Staff will administer exams only during regular Library hours.
- The institutions requiring proctored testing are responsible for making sure that the Library staff receives the examinations.
- While the Library can proctor most exams, it cannot proctor any online exams that require public access computer settings be modified.
- Limited staffing may prevent the Library from monitoring the student during the test.
- The Library is not responsible for completed examinations which have gone astray due to postal delays, fax problems, Internet or website issues, etc.
- The Library will keep no copies of completed examinations.
- Exams left in the care of the Library for more than one month will be discarded.
- Library staff can neither interpret test instructions for the student nor assist in any technical manner with an online test.
- If it is determined that the proctoring request is unreasonable in its demands or too burdensome to administer, the Library reserves the right to deny this service.

Approved February 9, 2017