



Round Lake Area Public Library  
906 Hart Road  
Round Lake, IL 60073  
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[www.rlalibrary.org](http://www.rlalibrary.org)

## Exam Proctoring Policy

As part of our support for life-long learning, the Adult Services Department of the Round Lake Area Public Library provides free proctoring of written or online exams during regular library hours.

The proctor will be one of the Adult Services staff on duty at the time of the exam. The Head of Adult Services will serve as the contact person for all exams.

The library will provide space to take the exam and a public access computer for online exams. The library cannot guarantee a quiet environment or constant supervision of the student.

All proctoring must be pre-arranged.

- Exams may be proctored during the library's regular hours and must be completed at least 15 minutes before the library closes.
- The library is not responsible for exams sent without prior arrangements.
- It is the student's responsibility to contact the library and make an appointment to have a test proctored at a mutually convenient date and time. Unscheduled requests for proctoring or walk-ins cannot be accommodated.
- The library is not responsible for any exam deadlines.
- The student is responsible for providing any proctor approval forms or requests for proctor information.
- The student is responsible for arranging the delivery of the exam or proctor password to the library. Exams and/or passwords may be mailed, faxed, or emailed to the Head of Adult Services.

Completed exams are returned directly to the testing institution by fax or USPS mail.

- The student should provide a stamped, addressed envelope for returning the exam if one is not provided by the institution.
- If there is a time constraint the student may bring in a pre-paid USPS Priority Mail envelope or a pre-paid USPS Flat Rate Express Mail envelope. The library is unable to honor requests requiring special trips to the post office, FedEx, or UPS.

Online tests requiring access to a non-standard Internet port cannot be proctored at the library, nor any exam requiring the installation of software on the library's computers.

The library cannot guarantee that technical problems will not occur during online exams.

Approved: **July 26, 2023**