

## **Cedarburg Public Library Proctor Policy**

### **About**

The proctoring of examinations at Cedarburg Public Library (CPL) is a free service offered to the general public by appointment during regular library hours.

### **Student Procedure**

- Contact the CPL Adult Services Department by email or phone to schedule an appointment. Staff will provide you with a proctor based upon your preferred examination date and time.
  - [cburglib@gmail.com](mailto:cburglib@gmail.com) or 262-375-7640, ext. 200
  - Provide the preferred date and time for the examination.
  - Provide contact information for instructor or other person responsible for exam details.
- Arrive on time with a current photo I.D. and any other requirements specified by the instructor.
- Provide necessary postage for mailing test back to the institution, if applicable.

### **Expectations**

- The administration of exams is dependent upon the availability of library staff/equipment.
- Your institution/instructor may have specific requirements for proctoring. Check with the proctor to make sure the Library can meet all requirements.
- Proctors will enforce all rules in the examination guidelines.
- Library staff cannot guarantee a quiet environment or constant supervision.
- Tests offered in a computer format must be compatible with the hardware/software available on the Library workstations.
  - Computers automatically shutdown 15 minutes prior to closing.
- Library emergencies or computer failures that cause an interruption during the exam will be reported to the institution by the proctor.
- Exams not taken by the date on which they were to be completed are discarded.
- The Library reserves the right to substitute a proctor.
- The proctor reserves the right to cancel or postpone an appointment if test materials are not received on time; if test materials require clarification; if test materials incur expense; or if test materials exceed our ability to comply with the testing institution's requirements.