

PROCTORING POLICY
Updated October 27, 2015

The East Grand Forks Campbell Library will provide proctoring of examinations based on the availability of personnel, facilities, technology and establishing library approval.

Requirements:

Fee: \$15 per testing time (Fax or postage fee additional)
Current EGF Campbell Library Card in good standing

Student:

- Will apply for a EGF Campbell Library proctor in advance of first test.
- Allow sufficient time to take the examination before the deadline set by the institution.
- Schedule sufficient time to finish the exam no later than 15 minutes before the Library closes.
- Bring valid picture I.D. at time of exam.
- Provide necessary return postage if necessary or faxing fee.
- Arrive on time and be prepared to take the test with necessary supplies.
- Notify Library/Proctor as soon as possible if unable to keep scheduled appointment.

Library and Staff:

- Read and follow all instructions for administering the exam
- Will not keep copies of completed exams
- Will not install special software or modify existing computer settings for tests
- Periodically monitor student.
- Enforce time limits
- Report any violations of instructor guidelines