



9400 S. Troy, Evergreen Park, IL 60805 • Phone: 708.422.8522 • evergreenparklibrary.org

Exam Proctoring Policy

In order to support the educational goals of the community and lifelong learning, staff at Evergreen Park Public Library will consider requests for proctored examinations based on staff availability.

Rules for Proctored Examinations

1. It is the student's responsibility to verify that the proctoring conditions provided by Evergreen Park Public Library meet any requirements of the school administering the exam.
2. The student must present a valid photo ID at the time of the exam.
3. Library staff are unable to remain in the room with an examinee for the duration of an exam, therefore requests to proctor exams that require full supervision of the student will be denied.
4. However, staff may periodically check on the student's progress throughout the exam.
5. Library staff are not available to read aloud any portion of an exam other than the instructions. Requests to proctor exams that require staff to administer a section orally will be denied.
6. Exams must be scheduled at least 7 days in advance.
7. Exam sessions will only be proctored during regular Library hours and must be completed one hour before the Library closes.
8. Library staff will schedule proctoring sessions at times that are most convenient with their schedule.
9. The Library will not be responsible for the postage fee or faxing fee associated with returning an exam. Exams mailed from the Library will be sent out within 24 hours of completion.

10. Any examinee that does not follow exam guidelines will automatically forfeit the exam. Exam proctors have sole discretion in determining when the integrity of an exam has been breached.
11. Any examinee who fails to present for the scheduled exam without giving prior notice will not be scheduled for future proctoring sessions.

Approved by the Evergreen Park Public Library Board of Trustees
June 9, 2021