



Proctored Exam Guidelines

It is the student's responsibility to verify that the guidelines are acceptable to the institution:

- Staff will not provide constant monitoring/supervision during the testing period.
- The student must contact library staff to schedule the exam at least two library-open days in advance. Hours are found at www.scottlib.org/hours. This service may not be available during all open hours.
- The Librarian on duty at the time of the test will monitor it, regardless of who scheduled the exam.
- Tests can be mailed or emailed to the library. Students must verify in advance that the test or password has arrived.
- The student is required to present a picture ID before testing begins.
- Staff will not hold personal items for the student during the exam (ie: cell phones, text books, back packs, etc...)
- The student is responsible for all fees/charges related to the testing, including printing and mailing fees.
- The library may not be able to install special software to take online exams.
- If the student is not able to take the exam at the scheduled time, please call in advance to cancel or reschedule.
- Staff will not rate, grade, or otherwise assess the quality or value of the student's work prior to or after the exam.
- Staff will not be able to proctor Minnesota insurance and real estate exams, per the MN Department of Commerce exam requirements. Please contact the Library for a list of proctors in the Minneapolis metro area.
- The library reserves the right to limit this service, if necessary.
- In an effort to continue offering and improving proctoring services, the library may send you a brief survey about your proctoring experience. Your recommendations are important to us.

I (the student) have verified that the Scott County Library Proctoring Guidelines meets my Institution's Requirements:

Yes No

Signature _____

Please type or print:

Student Name:	
Phone Number:	Email Address:
Name of Institution:	
Name of Contact at Institution (professor or testing center):	
Contact's Phone:	Contact's Email Address:
Class/Course Name(s) & Number(s):	
Do you need a library computer for the test(s)?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you need a meeting or study room for the test(s)?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Estimated test date(s) and approximate length(s) of test (if known in advance):	

Staff Use:

Comments:
Date/Initials: