

MPL PROCTORED EXAM POLICY

Mooresville Public Library shall provide free exam proctoring services to the general public, dependent upon the availability of the library's proctor (a designated staff member) during regular library hours Monday through Saturday.

All exam proctoring will be conducted in the library's study rooms, Indiana Room, or instructional lab. These spaces will be reserved for exam proctoring as they are available on the library's online calendar.

Students who reside in Morgan County (or immediately surrounding counties) may utilize the library's exam proctoring services.

Students must produce a photo identification before taking a proctored exam at the library.

Since designated staff cannot monitor proctored students at all times, students shall be held to an "honor system." The library's proctor shall monitor students taking proctored exams as closely as reasonably practicable, given the staffer's other library duties.

The library's proctor shall complete and return required paperwork to the testing institution according to its communicated procedures.

In the case of online proctored exams, students are responsible for having their instructors email essential log-in codes or other testing information to the library's proctor. Students are also responsible for understanding how to use their online testing accounts.

In the case of paper proctored exams, students are responsible for communicating with their instructors to arrange for mailing (or emailing) paper copies of tests to the library's proctor, who will provide students with the library's mailing address or his/her email address. If the proctored test is to be returned to the testing institution via U.S. Mail, the testing institution or the student is responsible for providing a paid, self-addressed stamped envelope for the library's proctor. If emailing is the return method, the library's proctor shall digitize and email the completed test to the testing institution at the email provided by the testing institution.

Adopted on _____, 2020