

PROCTORING EXAM POLICY

LF12 | REVISION 0 | REVISED 10/24/2021

I. Online Exam Procedure

If a student wants Lodi Public Library to proctor their online exam, these guidelines must be followed:

- A. The student will contact the library, get the email address of a staff proctor, and forward the email address to his or her professor. The professor will then send the details of the exam (e.g., exam website, password to log onto the exam website, notes about any restrictions) to the library proctor. In the event that printed materials (e.g., a student's exam notes) need to be mailed back, the educational institution will provide a self-addressed stamped envelope to the library prior to the exam being taken.
- B. The library will not install special software on any computers during the proctoring process. Furthermore, the library will not retain copies of completed exams for any period, nor will we participate in any money exchanges that need to take place between the student and the educational institution.
- C. On the day the student arrives to take the exam, the student will provide a picture ID as identification. Library staff will enforce all exam rules and time limits as required. Students are welcome to use the board room (if available) to take the exam, barring any designated restrictions from the educational institution.
- D. Students, professors, or representatives from educational institutions are encouraged to call or visit the library if they have further questions about our online proctoring procedure.

II. Print Exam Procedure

If a student wants Lodi Public Library to proctor their print exam, these guidelines must be followed:

- A. The professor will send exam materials (including instructions for the proctor) to the library through the mail, including a self-addressed stamped envelope for each exam. We will only send finished print exams through standard USPS mail. We will not fax or email any materials. The library will not retain copies of completed exams for any period, nor will we participate in any money exchanges that need to take place between the student and the educational institution. The library is not responsible for any exams lost or damaged during the mailing process.
- B. On the day the student arrives to take the exam, the student will provide a picture ID as identification. Library staff will enforce all exam rules and time limits as required. Students are welcome to use the board room (if available) to take the exam, barring any designated restrictions from the educational institution.
- C. Students, professors, or representatives from educational institutions are encouraged to call or visit the library if they have further questions about our print proctoring procedure.