Proctoring Policy

General Information

- Proctoring services are available by appointment only and are conducted during regular library hours. Appointments are subject to staff availability and space limitations.
- Students must submit a proctoring request form with complete contact information.
- Failure to arrive on time, prepared, or to keep appointments may result in withdrawal of proctoring services.
- To cancel or reschedule, students must contact jennifer.lowden@libraryweb.org in advance.
- If a proctor name is required, list "Chili Public Library."

Scheduling Requirements

- Students from any college or university must submit a request at least one week before the exam, either:
    - Online at www.chililibrary.org
    - Form dropped off at the library or emailed to Jennifer.lowden@libraryweb.org

Student Responsibilities

- Inform the educational institution of the library's proctoring conditions before scheduling the exam.
- Ensure staff receive all required exam materials, passwords, or online access codes before the exam date. This information may be sent to: jennifer.lowden@libraryweb.org.
- Bring all materials needed to complete the exam.
- For online exams:
    - Students must provide their own laptop or device with wireless access and a charging cord.
    - The library cannot provide computers for online exams for security software reasons. However, the library can provide a wireless internet connection for a student with their own device. Students should test their equipment before the exam date to reduce potential technical issues.
- Follow all rules and requirements set by the professor or institution during the exam.

Study Space & Supervision

- Study rooms are available on a first-come, first-served basis and cannot be reserved for exams.
- If a study room is unavailable, students may use a library table or study carrel.
- Library staff cannot remain in the room or at the table during the exam. Staff may conduct periodic visual checks but are not responsible for constant monitoring.
- Staff responsibilities are limited to:
    - Setting up the exam
    - Tracking the exam time limit
    - Returning completed exams or files to the institution
- If for an unexpected reason, the librarian who scheduled the exam is not available, the administration of the exam will be transferred to another library staff person.

Technology & Assistance

- The library cannot provide detailed technical assistance with exam platforms, software, or computer use.
- Students are responsible for resolving any technical issues related to their exam. The library is not responsible for internet connectivity issues, software failures or device malfunctions during the exam.

ADOPTED: March 24, 2026