



MORTON GROVE PUBLIC LIBRARY

6140 Lincoln Avenue, Morton Grove, IL 60053-2989 • 847-965-4220 • www.mgpl.org

Proctoring Policy

Morton Grove Public Library offers the service of proctoring tests and examinations for long distance or online learning programs and professional development continuing education. Morton Grove residents with a valid Morton Grove Public Library card can request a proctoring appointment.

- Proctoring may only take place during regular library hours for up to three consecutive hours, subject to staff availability.
- Tests must be completed 30 minutes prior to closing.
- Proctoring must be scheduled at least one week in advance of taking the exam through the proctoring coordinator.
- It is the test taker's responsibility to contact their agency or institution to provide the exam materials to the proctor.
- Proctors will not remain with the test taker but will intermittently monitor them during the exam.
- Test takers must read and sign the proctor agreement form before test is proctored.

*Approved by the Morton Grove Public Library Board of Trustees February, 2015;
January 10, 2019*

[Proctor Agreement Form](#)