



## **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.