K.O. Lee Aberdeen Public Library Exam Proctoring Guidelines
1) Any library staff member available at the time the student arrives must be acceptable as the proctor.
2) The student must not require direct supervision while taking the test. Students will not be continuously monitored, but will be checked on periodically.
3) Depending upon the activity in the library, a study room may or may not be available and noise levels will vary.
4) Exams will be monitored in accordance with time restraints and rules set forth in the examination materials.
5) Library staff will not sign any statement required by your institution that is outside library policy or procedure or is more than library staff have been able to do.
6) The library will not be responsible for any delays, problems or technical issues. Note: While exam proctoring is available to all library users, the library reserves the right to limit or deny this service.
7) There is no charge for testing.
8) We no longer proctor hard copy or paper exams.
9) Standard start times for exams are 10:00 a.m. -3:30 p.m. Monday through Friday.

Student Responsibilities
1) Verify your institution accepts all K.O. Lee Aberdeen Public library exam-proctoring guidelines.
2) The student must contact the library to arrange a time and date for the exam. Complete and submit the **PROCTORING REQUEST FORM** at least five (5) business days before the desired test date.
3) Arrange for your institution to send any necessary materials and information to the library such as instructions, instructor contact information, URL or links to website, passwords for exams.
4) Exam takers are responsible for arriving at the scheduled time. Failure to do so may mean that the room or staff are no longer available to proctor the test.
5) Students are responsible for ensuring that computers have the correct software/hardware needed to complete the exam. If a library laptop is required, student should reserve it when the test is scheduled.
6) On the day of the exam:
   - Please arrive before your scheduled start time. If you need additional setup time, include that when scheduling your exam.
   - Check in at the information desk to notify staff that you are here for a scheduled proctored exam.
   - Please do not bring items restricted by your institution to your test.
   - Photo ID is required at the time of exam.
   - Be aware of time limits on your exams and keep track of the time.
7) Students are responsible for contacting the library directly to cancel exam appointment.
8) If these conditions are acceptable to both the student and the school, we will be happy to proctor the exam. Submitting a Proctoring Request Form constitutes acceptance of these conditions.

EXAM PROCTORING FORM

Exam proctoring is available at the K.O. Lee Aberdeen Public Library.

Scheduling is based on the availability of staff, facilities, and technology.

Please review the K.O. Lee Aberdeen Public Library Exam Proctoring Guidelines before completing this form. If these conditions are acceptable to both the student and the school, we will be happy to proctor the exam. Submitting a Proctoring Request Form constitutes acceptance of these guidelines.

Contact information for proctoring is:

K.O. Lee Aberdeen Public Library

Attention: Test Proctoring

215 4th Ave. SE

Aberdeen, SD 57401

605-626-7097

Email: katherine.malsom@aberdeen.sd.us

Student information:	Name:
	Address:
	Phone number:
	Email address:
Institution name:	
Class:	
Institution Technology Department Phone number:	
Professor information:	Name:
	Email address:
	Phone number:
How will the library receive the exam? (circle one)	Email Website access
What will the exam require? (circle one)	Student computer Library computer Other:
Additional information:	

The student must not require direct supervision while taking the test. Internet tests will be monitored in accordance with time constraints.