Approved 8-19-2025

USE-7: Test/Exam Proctoring Policy

Lake Bluff Public Library offers free test proctoring to Lake Bluff residents as well as to all students (regardless of residency.) A $10.00 per exam fee is required for non-residents.

Overview

- Proctoring must be scheduled and proctoring form must be completed.
- If exam taker is more than 15 minutes late the appointment will be canceled and must be rescheduled.
- The librarian initially contacted may not be the one giving the test. Proctors may change throughout the duration of an exam, depending on scheduling. If the institution requires that the same person proctors the entire exam, this must be indicated in the proctoring request form and arrangements should be made so that the test fits within a particular librarian's shift.
- Exams are proctored during regular library hours. Exams must be completed at least 1 hour prior to closing.
- The library can accommodate print and online exams. Exams to be proctored must arrive at the library through email or mail.
- A library computer is available for an online exam, but the library is not able to install any software or disable any features of the library network to accommodate an exam.
- The Library is unable to provide one-on-one constant monitoring of test takers. Proctors will intermittently monitor test takers. If the institution requires direct supervision during the entire exam, Lake Bluff Public Library will not be able to proctor the exam.
- The proctor will return the test by mail, fax, and/or email as requested by the institute or agency. If the return is by US mail, then completed tests will be mailed by the end of the next business day (Monday through Friday.)
    - All printing, copying, and faxing fees will apply to exams/tests that require these services.
    - The Library will not provide any mailing supplies. The test taker must provide their own envelopes and postage for mailing through USPS. The Library will not provide for certified or registered mail, express mail, or other special handling requirements.
    - The Library is not responsible for exams that may be lost during delivery.
- The Library is not responsible for receipt of the exam by the learning institution.
- The Library is not responsible for an exam that is interrupted by emergencies, power failures, computer/internet issues, or other disturbances.