



OTSEGO DISTRICT PUBLIC LIBRARY

401 Dix Street • Otsego, MI 49078 • (269)694-9690 • www.otsego.library.org

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Exam Proctoring Policy

The Otsego District Public Library provides exam proctoring services to any member of the public. The library can accommodate print and online exams.

The student and school/testing center must both recognize that the library does not sit and monitor anyone who comes in to the library for a proctored test.

If the test requires close visual supervision, the Otsego District Public Library is not able to accommodate. The library is not able to install any software, run any executable files, or disable any features of our network to accommodate your test. We cannot guarantee that technical problems will not occur when using the library's network or its computers. The student is responsible for finding out if any special conditions exist for online testing, and for arranging and verifying the delivery of print exams. We are not able to proctor any exam that requires grading or feedback on the part of the library. Staff reserve the right to terminate an exam if the library's Patron Code of Conduct is not being followed by the student.

Exams are administered during any open hours, with prior communication handled by Library Director or Assistant Director. Information will be left at the circulation desk so any library staff member can start the student on exam. Library staff will not provide private information, other than their name, for any proctored exam.

Unscheduled exams cannot be accommodated.

Exams must conclude thirty (30) minutes before the library closes. Exam proctoring may be administered by any Circulation Desk staff. Staff will attend to desk duties and other patrons while proctoring. Staff cannot provide direct supervision throughout the entire exam. If possible, the library will provide a study room for the duration of the exam. If a study room is not available, a table near the Info Desk, or a computer in the computer area will be provided.

If necessary, exams will be mailed and/or scanned back to the school within 24 hours at the cost of the patron. The library is not responsible for US mail service delays and does not provide a receipt of mailing. Print exams that have not been taken within 4 weeks of receipt at the library will be mailed back, blank, to the school.

The library will not be held liable or responsible for the test results or delivery.

Adopted 4/16/2025