Proctoring Policy

Eckhart Public Library offers free proctoring service for exams taken by distance learners within the following guidelines:

- Exams will be scheduled during normal library hours.

- Proctoring consists of:
  - Checking identification of the student taking the exam
  - Noting the time that the exam was started and completed
  - Signing the required school-supplied documentation
  - Recommending a quiet area in the library to take the exam
  - The exam proctor will be the librarian in charge at the time the exam is taken; direct supervision during the exam is not provided.

Student responsibilities:

- Students must confirm that this proctoring policy meets the requirements of the institution giving the exam.

- Students must arrange with the school to email the Library (info@epl.lib.in.us) the student's name, test instructions, link, and authentication code to access the tests.

- Students may schedule an appointment, walk in and take the test without an appointment, or schedule a meeting room. When students arrive for the exam, they must show a valid ID.

- Students may reserve public computers or use their own devices. It is their responsibility to confirm that the Library's computer resources are adequate for their test-taking requirements. The Library accepts no responsibility for internet connections.

- Students are responsible for making copies of any important exam documents, as necessary, and providing postage or any other required expenses.