

Section II: Service Policies

TITLE: Proctoring Policy**DATE ADOPTED: March 14, 2011****REVISED: May 14, 2018**

Lake Villa District Library (LVDL) provides free proctoring of written and online exams during regular library hours.

The library will provide space to take the exam and a laptop for online exams. An LVDL staff member will serve as the exam proctor. LVDL does not guarantee constant supervision of the student or a quiet environment.

- All exams must be pre-arranged with the proctor. One week notice is recommended.
- Exams may be proctored during the library's regular hours and must be completed at least 15 minutes before the library closes.
- The student is responsible to provide all proctor materials and information. Exam materials and/or proctor passwords can be sent to the library via USPS, email or fax. For USPS, mail to the Adult Reference Department, c/o LVDL, 1001 E. Grand Avenue, Lake Villa, IL 60046. For email, the Adult Reference Department at refdesk@lvd.org For fax, 847.265.9595 Attn: Adult Reference Department.
- LVDL does not assume responsibility for the receipt of exam materials and/or passwords.
- The student must review all exam requirements with the proctor prior to the exam date.
- At the time of the exam, the student must provide current photo identification. The name on the identification must match the name on the exam materials.
- For written exams, it is the student's responsibility to provide the stamped, addressed envelope for returning the exam. The LVDL proctor will return completed exams directly to the educational institution.
- LVDL does not assume responsibility for completed exams that are not received by the educational institution.