

**Mikkelsen Library
Augustana College**

**Test Proctoring Policy
2013**

Mikkelsen Library staff will proctor tests based on the following guidelines:

—Tests will be proctored during regular library hours, which can vary during summer term and over holidays; hours are posted at library.augie.edu

—Students should make an appointment for their tests by calling (605-274-4921), emailing proctor@augie.edu, or stopping by in person.

—If the students are not from Augustana they will need to provide proctoring contact details to their institution

—It may not be possible to accommodate tests requiring special software; check ahead

—Any library staff member available at the time the student arrives must be acceptable as the proctor

—Library staff will verify the student's identity, have the student sit within view of staff if requested, but will not provide constant supervision

—There are times when the area in view of staff is neither quiet nor without distractions. If visual monitoring is not required, students taking tests may use a group study room

Augustana faculty who wish to have the library proctor exams as a part of an online class should provide the library with the following information sent to proctor@augie.edu:

- a testing schedule
- contact information for the duration of the class
- requirements and restrictions that students must follow
- any special instructions for library staff