

## Test Proctoring Policies and Procedures Mikkelsen Library ~ Augustana University

*Please read the following policies and procedures carefully.*

Mikkelsen Library provides proctoring services without charge. Carolyn Johnson ([proctor@augie.edu](mailto:proctor@augie.edu) or 605-274-4921) is the library's coordinator of proctoring services. Any full-time library staff member may serve as the proctor.

There is no designated enclosed area for testing. If allowed and available, students may reserve a study room for testing. Library staff will provide occasional monitoring only while the student is taking the test. While staff will try to provide a quiet testing environment, students who are easily distracted may want to make other arrangements.

### **In order to request a proctored test:**

#### **Instructors should**

1. Submit a Proctor Request form for **each** exam 48 hours prior to students scheduling appointments for the exam.
2. Provide any additional institution-specific proctoring forms to Carolyn Johnson ([proctor@augie.edu](mailto:proctor@augie.edu) )
3. Upon confirmation, notify students that they may now schedule their test time by e-mailing [proctor@augie.edu](mailto:proctor@augie.edu)
4. Be available (or a designee) during the testing time if questions or technical issues arise.

#### **Students should**

1. Schedule the exam by e-mailing [proctor@augie.edu](mailto:proctor@augie.edu)
  - a. Check the library's hours at [library.augie.edu/about/hours](http://library.augie.edu/about/hours) ; students may not start an exam within *90 minutes* of the library closing.
  - b. Include your name & course in the subject line.
  - c. Library staff will confirm the testing date and time.
2. Verify with the instructor the items permitted during the test. If the proctor form does not specifically mention the use of an item (notes, textbooks, etc.) or a study room, library staff will assume the item is not allowed.
3. Bring a current I.D.