



WINONA
PUBLIC LIBRARY
HONOR OUR PAST, EMBRACE OUR FUTURE

EXAM PROCTORING POLICY

Students need to make arrangements with the Reference Department at least two business days prior to the exam, and all exams need to be scheduled two hours or more prior to the library closing. Drop-ins are not allowed. Exams will not be scheduled outside of the library's regular hours.

To contact the Reference Department about proctoring:

- Use the [online proctoring request form](#)
- Call us at [\(507\) 452-4860](tel:5074524860)
- Email us at winonapl@selco.info

Library hours are:

Monday-Friday: 9:00 AM-5:00 PM
Saturday: 9:00 AM-2 PM (Labor Day – Memorial Day)
 9:00 AM-Noon (Memorial Day – Labor Day)
Sunday: Closed

Exams need to arrive via email or mail no later than one business day prior to the exam. Students must confirm that the exam has arrived one business day prior to taking the exam.

Exams can be sent to:

Reference Department
Winona Public Library
151 W. 5th St.
Winona, MN 55987
winonapl@selco.info

The student is responsible for ensuring that library resources are adequate for test taking. Note: the library cannot guarantee an absolute quiet test environment. This needs to be done at least one business day prior to the exam. The library will not install software on the computers for exams.

Students are responsible for any fees incurred during the exam. This may include postage, envelopes, copies, and faxing. Scanning is optimal as it is free.

Reference staff will proctor the exam. A staff member's signature on a form for an exam does not signify that he or she will proctor the exam. The staff working the desk at the time of the exam will serve as the proctors.

Reference staff will not and cannot provide one-on-one monitoring of the exams. Students are placed near the Reference Desk or at a public Internet computer. The proctor will be performing other duties and

assisting patrons during the proctored exam. The proctor will issue the exam, occasionally observe the student, sign paperwork, and return the exam. The staff member beginning the exam may be different from the one ending the exam. This is due to breaks, end of work time, desk schedules, etc. Staff will not sign another colleague's name, or sign an institutional policy that is different from the library's procedures.

The library is not responsible for any technological mishaps, which may include the Internet being inaccessible or the educational institution's website being down. The library is, also, not responsible for lost exams either in the mail or email. The library is not responsible for the student's performance on the exams. Finally, the library will not keep a copy of any complete exam.

Reference staff reserve the right to refuse to proctor an exam.