Exam Proctoring Policy

Proctoring appointments are made in-person, over the phone, or by e-mail through the Library’s designated proctor:

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(303) 335-4820

Staff and prospective test-takers should review the following guidelines about this service:

1. The Louisville Public Library offers exam proctoring services for Louisville and Superior cardholders in good standing. This service consists primarily of:
   ● Offering test-takers a dedicated exam space in a controlled setting
   ● Receiving and securing exams for the test-taker
   ● Entering logins or exam passwords on the testing website
   ● Returning completed exams to the institution
   ● Enforcing time limits or rules outlined by the testing institution

2. Proctoring is only offered during the Library’s weekday business hours. Proctoring sessions should conclude at least one hour before the Library closes.

3. Staff will need at minimum one week’s notice to schedule a proctoring appointment to ensure proctor availability and open study space.

4. Exams cannot be longer than three hours.

5. Group exams can be accommodated if approved by the school or testing institution.

6. The proctor will not remain in the same room for the duration of the exam.

7. The test-taker is responsible for ensuring that the exam and any related materials are delivered to the Library.