



Proctoring Policy

Morton Grove Public Library offers the service of proctoring tests and examinations for long distance or online learning programs and professional development continuing education. Morton Grove residents with a valid Morton Grove Public Library card can request a proctoring appointment.

- Proctoring may only take place during regular library hours for up to three (3) consecutive hours, subject to staff availability.
- Tests must be completed thirty (30) minutes prior to closing.
- Proctoring must be scheduled at least one week in advance of taking the exam through the proctoring coordinator.
- It is the test taker's responsibility to contact their agency or institution to provide the exam materials to the proctor.
- Proctors will not remain with the test taker but will intermittently monitor them during the exam.
- Test takers must read and sign the [Proctor Agreement Form](#) before test is proctored.