

Monitoring Exams

Policy Statement:

In keeping with the Alameda County Library's mission to support the educational activities and goals of its members, the Library will assist in the monitoring of exams within the guidelines listed below.

Guidelines:

- All exams must be open book and open note.
- Members may use Library computers for online exams or to receive exams by email. Library staff will extend the computer time limit if arrangements are made in advance to do so. Exam takers may also use their own computers within the Library to receive exams, providing the institution issuing the exam allows it.

The Library will:

- Receive a copy of the exam or exam access password via mail, fax or email on the student's behalf and verify the student's I.D. The student is responsible for verifying the exam has arrived.
- Attempt to provide a reasonably quiet place to take the exam.
- Upon request by the student or instructor, verify the start and end times of the exam.
- Return the exam by postal mail, fax, or by scanning and emailing files. The institution or student must provide an addressed envelope and appropriate postage for postal mail. The Library is not responsible for exams returned due to insufficient postage or inaccurate address. Students are encouraged to call ahead to the Library where they plan to take the exam to verify details.

The Library will not:

- Monitor closed book exams.
- Guarantee specific noise or activity levels during any exam.
- Check student activity during an exam.
- Provide supplies, postage, envelopes, or absorb unreasonable printing costs
- Keep records of exams taken or untaken exam materials beyond 90 days.