

## **Marx Library Test Proctoring Policy**

The Marx Library does not provide proctoring services; however, the library will provide space for students to take a web-proctored test. Group study rooms may **not** be used to take proctored tests as those rooms are prioritized for use by groups, and individual students will be asked to vacate a room if it is needed by a group. Students who need to take a proctored test should go to the Circulation Desk on the 1st Floor North, tell the staff they need to take such a test, and present either a student id or a driver's license. The Circulation staff will assign a room to the student for this purpose.

Use of a room for a proctored test is **limited to 2 hours**; first come, first served. The Marx Library will not make reservations for the use of this room. USA students who need longer periods of time should contact USA Counseling and Testing Services. Test takers may either bring their own devices, or they may use, **at their own risk**, the computer provided by the library in the proctoring room. The Marx Library is not responsible for any computer glitches or problems that may occur while a student is taking a proctored test.

## **Resources**

[Counseling and Testing Services](#): USA students who need more information about having a test proctored should contact Counseling and Testing Services at (251) 460-7051.

[Proctoring Center](#): USA students who need more information about ProctorU should contact the Proctoring Center at (251) 461-1888.