Reinert-Alumni Library

Guidelines for Proctoring Exams

The Library proctors exams for Creighton students enrolled in Arts and Sciences, Business Administration, or University College. We can accommodate students taking independent study or taking a course from another school for transfer credit. There is no charge. Students who are taking an exam for credit at a school other than Creighton may contact the Omaha Public Library at 444-4800, the UNO Testing Center at 554-4800, or the Sylvan Learning Center at 334-9449.

The Library pledges to preserve the academic integrity of the examination process.

We can provide a semi-private testing area free of most distractions, with a monitor in close proximity. If you require privacy and absolute quiet, or if the testing instructions specify that a proctor be present throughout the exam, we cannot comply.

We will work with you to schedule the exam at your convenience, as library space and staff allow. We are normally able to proctor exams during weekday hours, Monday through Friday between 8 a.m. and 5 p.m.

We cannot proctor online exams that require the installation of special software or modification of existing computer settings.

We will read and follow all instructions for administering the exam. We reserve the right to cancel or postpone if the testing materials are not received in time; require clarification; incur any expense other than postage; or otherwise exceed our ability to comply.

The Library expects you to make arrangements with the instructor or testing institution to send all necessary materials to us in a timely manner. We ask that you arrive as scheduled with your own supplies, or to notify us if you must postpone. We further expect you to uphold Creighton University's principles of academic honesty.

You may schedule your exam in person through the Reference Department, or via email at askus@creighton.edu. We ask that you deliver or mail this sheet for our records at the time of your request, with your signature. We will then confirm the date, time, and location for the exam, as well as the contact information for your proctor.

Name .....

Email ..... Phone .....

Creighton course .....

Institution (if other than Creighton) .....

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Signature ..... Date .....

Thank you, and good luck on your exam!

(November 2011)