

## Guidelines for Proctoring Exams

Reinert-Alumni Library

The Library proctors exams for Creighton students enrolled in Arts and Sciences, Business, and Professional Studies. We can accommodate students taking an independent study course from Creighton, or a course from another school for transfer credit to Creighton. 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 402-444-4800; the UNO Testing Center at 402-554-4800; or one of the Sylvan Learning Center's two locations in Omaha: 402-884-8731 or 402-718-8995.

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 proctor 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 proctor exams during weekday hours when at least two staff members are present, on 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 your instructor to send all necessary testing information/materials to us in a timely manner. We ask that you arrive as scheduled with your own supplies, and to notify us if you must postpone. Creighton University's policies for academic honesty apply to exams proctored by the Library.

You may schedule your exam through the Library's Research Center in person or via email, at [askus@creighton.edu](mailto: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 and time for your exam, and give you the name of your assigned proctor.

Name .....

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

Creighton Course .....

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

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