

TEST PROCTORING

POLICY:

Adult Services Staff will proctor written tests for a fee of \$35.00 per test.

RULES:

1. The Reference desk staff will proctor written tests only.
2. In addition to the \$35.00 fee per test, the student will be responsible for any incidental costs, such as postage to mail the exam.
3. The Library reserves the right to deny this service at the discretion of the Adult Services Manager or designee if they deem the proctoring request to be unreasonable in its demands or too burdensome to administer. The Library cannot provide proctoring if a staff member is required to supervise the student for the duration of the exam.
4. It is the responsibility of the student to follow testing instructions regarding the use of supplemental materials or devices during the test.
5. Tests will be returned to the institution issuing the test the next business day by mail, FAX or prepaid delivery service. The Library is not responsible if test materials are delayed or lost in route to their final destination.

Revised January 18, 2022
Revised August 16, 2016
Revised April 21, 2009
Approved May 20, 2003