



EXAM PROCTORING POLICY

Adopted: October, 18, 2010

Last Revised: n/a

Branch District Library will proctor exams for students. Arrangements for the proctoring of exams must be made within 48 hours (2 days) of the date that the student wishes to take the exam. Arrangements to schedule an exam can be made by calling the library, or through e-mail.

The following are guidelines for students who wish to have their exams proctored:

- Local students and library patrons will not be charged a fee.
- Students who are not local residents will be charged a \$5.00 fee per exam. This fee must be paid at the time the exam is taken.
- The library will proctor mailed, e-mailed, faxed, or online exams. Any costs for printing will be charged to the student at the current rate per page.
- It is the student's responsibility to make sure to coordinate the transfer of the exam from the testing institution to the library and to verify that the exam has been received by the library.
- The student will be required to show a valid picture I.D. at the time the exam is taken.
- The student should allow sufficient time to complete the exam. Exams must be taken during the library's open hours and must be completed 30 minutes prior to the closing of the library.