

UPPER MORELAND FREE PUBLIC LIBRARY

Policy Number	OPS-07
Policy Name	Proctoring

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I. POLICY

- A. Upper Moreland Library staff members will proctor paper-based or online tests and examinations for distance learners, pre-employment tests and other similar examinations if the demands of the test-taker and the sponsoring institution fall within this policy.
- B. Proctoring will not be performed if the library is unable to meet the requirements of the testing organization, or if it interferes with library operations.

II. DEFINITIONS

- A. The proctoring fee is the amount charged for supervising up to four hours of a single examination.

III. CRITERIA FOR TEST-TAKER

- A. The test-taker will contact the reference department to schedule an exam date and time that is suitable for the library.
- B. The test-taker is responsible for verifying that the exam, or information for taking the online exam, has arrived prior to the exam date. The library is not responsible for alerting the test-taker.

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- C. The test-taker is responsible for mailing charges, photocopying, or other costs associated with the exam.
- D. The test-taker or institution must provide a self-addressed, postage-paid envelope in which to mail the exam. Library staff will not take the completed exam to the post office, UPS, or FedEx mail drop but will include the completed exam with regularly scheduled outgoing mail.
- E. Fees are due prior to the exam and may be paid by cash or check (payable to Upper Moreland Free Public Library).

IV. RESPONSIBILITY

- A. The Director shall establish procedures and appropriate fees to implement this policy. Fee changes shall be approved by the Board of Trustees.