

UPPER MORELAND FREE PUBLIC LIBRARY

Revised:	3/08/2018
Next Review:	4 th Qtr. 2020
Reviewed:	3/08/2018
Original:	01/01/2004

PROCTORING

I. POLICY

- A. The purpose of this policy is to define proctoring services provided by the library and the responsibilities of the test-taker.
- B. Library proctoring services
 - 1. Library staff members will proctor paper-based or online examinations (exams) if the requirements of the examining institution fall within this policy.
 - 2. A maximum of ninety minutes of direct supervision will be provided for the test-taker.
 - 3. Library staff members will include the completed exam with outgoing library mail.
- C. Test-taker responsibilities
 - 1. The test-taker will contact an information desk staff member to schedule an exam date and time that is suitable for the library.
 - 2. The test-taker must provide the official requirements in written form for any proctored exam prior to the finalizing of any proctoring appointment.
 - 3. The test-taker is responsible for verifying that the exam materials have arrived prior to the exam date.
 - 4. A proctoring fee is due prior to the exam and may be paid by cash or check payable to Upper Moreland Free Public Library.
 - a) The test-taker is responsible for mailing charges, photocopying, or other costs associated with the exam.
 - b) The test-taker or institution must provide a self-addressed, postage-paid envelope in which to return the completed exam.
- D. Proctoring services will not be provided when the library is unable to meet the requirements of the examining institution, or if they interfere with library operations.

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II. DEFINITION: N/A

III. RESPONSIBILITY

- A. The library director will establish necessary procedures and appropriate fees to comply with this policy.
- B. Fee changes will be approved by the library board of trustees.