

## Northern Tier Regional Library

### Exam Proctoring Policy

The Northern Tier Regional Library will proctor exams for students. Proctoring is a free service to residents of Pine and Richland Townships. A \$20 fee will be charged to nonresidents.

Library staff will proctor exams by appointment only. Appointments must be made directly by the student and not an institution on behalf of the student. Exam proctoring is a courtesy service and appointments cannot be guaranteed. Exams must be taken during regular library hours. It is the test-taker's responsibility to notify the Library if they are unable to make the appointment. The test-taker may use a Library computer for online tests. Other special equipment or tools needed must be provided by the test-taker or institution.

Library staff proctoring the exam will complete appropriate documentation forms provided by the institution, unless such forms require private information from the staff. The Library will mail, ship, fax or email completed exam to testing institution. The test-taker is responsible for any associated fees such as postage or faxing.

The Library staff won't directly supervise the test-taker, except to begin and end the exam. The library cannot guarantee quiet work spaces, although we will try to set the test-taker apart from higher traffic areas. Library staff proctoring exams will document and report any exam taking irregularities to the institutions if requested or required.