

PROCTORING POLICY.

Adopted 8/8/2017.

Purpose: To meet the needs of students and institutions of higher learning, the Clinton Public Library agrees to cooperate with patrons and institutions to support their lifelong learning goals by offering proctoring services. This service is based on the availability of personnel, facilities and technology to do so. As such, the following responsibilities are set out.

Responsibilities of Student

- The student will initiate contact with library staff to proctor the exam.
- The student is responsible for making arrangements to take the exam including confirming with library staff that the test has arrived (electronically or via mail) and scheduling a time to take the test. The student will schedule the exam time to end no less than 30 minutes before the closing of the library.
- The student is responsible for ensuring that the computer resources at the library are adequate and available for test taking.
- The student will provide a valid driver's license or photo ID (if required) for verification of identity before the test will be proctored.
- The student will arrive prepared with the necessary or required supplies to take the exam. These supplies will be made available for approval by the proctor if required.
- The student is responsible for the return postage and envelope for any exam that needs to be mailed and that does not include a self-addressed stamped envelope.
- The finished exam will be mailed with other library mail or may be submitted electronically if that option is available.
- The library does not keep copies of completed exams.