

EXAMINATION PROCTORING SERVICE POLICY

FEES

Proctoring services for students at the Presque Isle District Library are free. However all costs related to the examination such as postage for mailing the examination, answer sheets, or photocopying is the responsibility of the student and must be paid prior to the return of the examination.

SCHEDULING APPOINTMENTS

- Proctoring services will be scheduled by the student calling the Circulation desk prior to the exam to set a time and date.
- Examinations must be scheduled so that students have sufficient time to complete all exam requirements prior to the library's scheduled closing time. The library will not allow a student to complete an exam after the Library's designated closing time.
- Regular library activities will take precedence over proctoring services. As a result, appointments will be scheduled only during regular library hours when there is sufficient staff available. While the library staff will do its best to meet the scheduling needs of the student, the staff will determine final dates and times for appointments.
- The testing site is a public area where staff conducts day-to-day library operations. If noises are distracting please inform library staff and alternative quitter area's (conference rooms) can be scheduled.
- If a student does not appear for an appointment, library staff will not reschedule the exam. All fee paid will be forfeited.

EXAMINATION RULES AND RESTRICTIONS

- When the library agrees to proctor an examination, it is obligated to follow the instructions and rules of the institution and the class instructor.
- Students must follow all instructions of the library staff regarding the examination.

Adopted: October 12, 2016