

## Exam Proctoring Policy

Distance Learning and Correspondence Courses are popular methods of obtaining advanced education, and are often the only way citizens can complete specialized programs of study locally and in a cost-effective manner. The Sara Hightower Regional Library agrees to cooperate with institutions of higher learning in providing exam proctoring services as a courtesy to area residents to support their lifelong learning goals. This service is subject to the availability of authorized staff.

### Proctoring Fees:

\$25.00 per exam

\$1.00 per page if faxing is required.

\$.15 per page if printing is required.

Return postage for examination if required.

All fees are payable prior to taking an exam.

Students should arrange to take the test with a library staff member at least one week in advance. Examinations should be taken during library operating hours. Scheduling is at the discretion of the staff member who will serve as proctor. Students are responsible for completing examination requirements. All test taking requirements must arrive from the issuing educational institution before any tests. Students must bring photo identification to present to the proctor at test time.

Students may reschedule their examination appointment ONE time. If an additional scheduling change is necessary, the library will not proctor the exam, and the exam materials sent back to the school or shredded by the library. If an examination is not taken before the expiration date, the Library will return the examination postage provided or shredded.

The library will not be responsible for any delayed tests nor for any completed tests once mailed to the examining institution.

Adopted:

BY: Sara Hightower Regional Library Board of Trustees  
02/17/2022