

Section A11

A11 – Test Proctoring

The Library will proctor exams for students on a one-to-one basis.

The student is responsible for making all arrangements to have exam materials sent to the library location, for calling to confirm the arrival of the materials, and for scheduling an appointment to take the exam with staff at the library. All tests must be taken during the library's regular business hours.

Students who are not a resident of Daviess County and who do not have a Daviess County Library card will be charged a fee of \$20 per exam proctored. This fee must be paid prior to the exam being given.

Events are often scheduled within the building that may not be conducive with exam taking. The staff will work with the student to find the best place and time to schedule the testing. It is the student's responsibility to ensure that the library's computing resources are adequate for their test taking requirements

The Library will do its best to ensure an honest testing of the student's knowledge of the material. The testing institution must be aware that library patrons are the staff's first responsibility and will monitor the testing student to the best of their ability while assisting our patrons.

Adopted by Daviess County Library Board

June 27, 2013