



Exam Proctoring Policy

The Library may proctor exams, subject to availability of staff. A minimum of three days' advance notice is preferred before any exam will be proctored. In addition, all exam requirements and forms must be received from the issuing institution before any tests are taken.

Those who would like the Library to proctor an exam should contact the Library Director.

The Library charges \$20 per exam for this service. Payment must be made before the exam is taken. The Library will accept cash, check made out to LML or a credit card payment.

The test-taker must verify that the following conditions are acceptable before having an exam sent to the Lower Macungie Library:

- The Library will proctor mailed, e-mailed, or faxed exams.
- It is the test-takers responsibility to coordinate the transfer of the exam from the testing institution to the Library and to verify that the exam has been received by the library.
- The test-taker will allow sufficient time to take an examination before the deadline that has been established by the institution. It is the responsibility of the test-taker to schedule the timing of the exam. Exams must be taken during library open hours and must be completed 30 minutes prior to library closing time.
- Prior to taking the exam, the test-taker is required to present a photo I.D. and to come prepared with the necessary supplies to take the exam. Personal items such as cell phones must be stored in the Director's office.
- Proctors will not monitor the test-taker continuously but may check in periodically. The Library cannot guarantee that the library will be quiet. However, the exam will not be scheduled during known events or activities taking place in the Library. Preference will be given for seating in an area out of the ebb and flow of the Library.
- Proctors will enforce any time restrictions placed on the exam as well as other reasonable rules set forth in the exam materials.
- The Library cannot provide a locked or secure place for the exam.



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- At the conclusion of the exam, the Library will return it to the testing institution via the U.S. Postal Service. The library can also fax a copy of a completed exam to the testing institution.
- The proctor will not sign a proctoring verification form that attests to more than what the proctor has been able to do.
- The Lower Macungie Library will not be responsible for any delayed exam, nor any completed exams once they leave the Library's possession.

To preserve the ability to meet Library needs under changing conditions, the Lower Macungie Library Board reserves the right to modify, augment, delete or revoke any and all policies, practices and statements at any time without notice.

Approved by Library Board September 29, 2011