

# Exam Proctoring Policy

## SECTION 1: DEFINITIONS

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Exam is used here to mean any test, exam, or similar instrument.

Proctoring consists of providing space for, and supervision of, an exam.

Student is the person taking the exam, even if the exam is for employment or other purposes not related to coursework.

## SECTION 2: PURPOSE

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Proctoring exams and tests is a service which extends beyond the normal scope of Library business. However, recognizing that there is a need within our community, the Garden City Public Library is pleased to offer this service under the provisions of this policy.

## SECTION 3: APPOINTMENTS

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Proctoring services will be scheduled by appointment only, and will be subject to the availability of authorized staff, rooms, and necessary equipment. Appointments must be scheduled no less than 8 days before the desired test date. While the Library will do its best to meet the scheduling needs of the student, the Library will determine date and time for appointments. Regular library activities will take precedence over proctoring services.

Appointments will be scheduled only during regular library hours when there is sufficient staff, and available rooms, and/or equipment. No exam may start before the Library opens for business. Examinations must be scheduled such that students have sufficient time to complete all exam requirements at least 30 minutes before the Library closes.

## SECTION 4: FEES

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There will be an hourly per student charge in addition to costs directly related to the exam being proctored (e.g. postage, fax service, supplies...). The hourly fee is determined by the maximum time allowed for completing the exam, is non-refundable, and is due at the time the appointment is made.

Because proctoring exams often requires changes to the Library's normal staff schedules, all appointments are considered firm once payment is received. If for any reason a student does not appear for an appointment, all fees paid will be forfeited. Should the student wish to make a new appointment, all applicable fees must be paid again.