

## **Proctoring Policy**

Proctoring of examinations is a free service offered by the Jasper County Public Library. The library will offer proctoring services based on the availability of personnel, facilities and technology to do so.

The student understands that although the Library will do its best to meet their scheduling needs, final date and time decisions will be made by the designated proctor. Appointments must be made at least 48 hours in advance with the designated proctor.

When the library proctors an examination, the library proctor is obligated to follow the instructions and rules of the examination sponsor.

The student is obligated to:

- follow all instructions of the Library proctor regarding the examination.
- provide the Library proctor with the examination instructions prior to beginning the exam.
- pay all postal or printing fees in advance.
- arrive for the examination at the date and time set.
- provide a photo ID at time of examination.

The library may not be able to accommodate advanced technical operations, and the library cannot arrange for UPS or FedEx pickup.

Adopted May 2018; reviewed 3/22