**EXAM PROCTORING POLICY**

Cedar County Library District provides proctoring service in our community as part of our role as a community place and in support of lifelong learning. This policy attempts to define the service we offer, balancing the needs of the student, the institution which they are working, and service to other library patrons. While we expect to be able to meet the requirements of most requests for proctoring service, we do have some limitations.

Cedar County Library District will provide:

* Staff members who are authorized to provide proctoring service, based upon their availability.
* Space for test taking; however, depending on the library, there may not be separate quiet area available.
* Ability to directly mail or fax a completed test back to the institution at the student’s expense.
* Ability for online test completion.

Student/Institution Required Information:

* Contact the library you wish to use for proctoring and make arrangements with the staff based on the facilities that are available and on staff availability.
* Verify with the staff that the requirements of the institution for proctoring can be met by the staff.
* Verify the physical environment available at the library meets the needs you have for taking the test.
* Schedule specific days/times for proctoring based on the open days/hours of the library and availability of the proctor with at least seven (7) working days advance notice.
* Arrange for a public computer booking if needed.
* Provide an appropriately sized envelope, addressed and with the required postage, if the library is to return the test by mail or fax. If the faxed test is not needed by the institution, it will be shredded after 15 days.
* Student is responsible for all costs associated with taking the test. (Rev 1/21/11)