



## **Martin County Library Exam Proctoring Policy**

Adopted by the Martin County Library Board of Trustees  
on April 8, 2008

### *POLICY*

Martin County Library will provide proctoring services for examinations with distance learning arrangements. These examinations may be either written or taken online.

### *CHARGES AND COSTS*

There is no cost for this service. All costs related to the postage and transmission of the examination will be paid for by the student.

### *RULES*

Valid ID must be presented prior to the examination.

Students may bring their own computer to take the examination. Use of library computers is subject to availability on the day of the examination.

Staff will only proctor exams during the library's regularly scheduled open hours.

Persons wishing to have an exam proctored by library staff must make an appointment prior to the day of the examination.

Tests are proctored in the library environment. IT MAY BE LOUD.

Library staff shall not be held accountable for not receiving examinations or passcodes in due time. The Library shall also not be responsible for lost transmissions, faxes or mailed examinations.

The Library will not proctor online examinations that require the public access computer settings to be modified.

Limited staffing prevents the Library from monitoring the student throughout the examination.

The Library will keep no copies of completed examinations.

Examinations left in the care of the library for more than one month will be discarded.

Library staff cannot interpret test instructions for the students nor assist with technical difficulties.

The Library reserves the right to discontinue this service to patrons, in the event that the proctoring requests become too burdensome or unreasonable.