

Ames Public Library Policy**Section: Library Resources****Subject: Exam Proctoring****Board of Trustees****Approved: 5/05****Reviewed: 11/08, 12/11****Revised: 11/08****Policy**

In our role of supporting life-long learning, the library may proctor examinations. This policy establishes the terms upon which library staff will proctor examinations.

Eligibility

The Ames Public Library does not restrict eligibility for exam proctoring services.

Charges and Costs

The Library does not charge for providing proctoring services. The student will be responsible for any incidental costs, such as postage to mail back the exam (at US Postal Service rates) or the current rate charged for faxing the exam from the Information Desk. Payment of costs will be due prior to the time of the examination.

All administration costs charged by the agency requiring the exam shall be borne by the student directly with the agency.

Administration

Library staff will administer either written or online exams at the Ames Public Library during business hours of 9:00 AM - 5:00 PM; Monday through Friday. The library reserves the right to accept examination reservations based on availability of proctoring staff.

- Any individual needing exam proctoring must first register with the Principal Clerk.
- Exams must be scheduled with at least one weekday's notice.
- The institutions requiring proctored testing are responsible for making sure that the library staff receives the examinations.
- The library is not responsible for completed examinations lost or damaged due to postal delays, email or fax transmission problems, etc.
- Unless otherwise agreed upon with the student or their institute of learning, the library will shred and dispose of all exams left in the care of the library for over four months.
- The Library reserves the right to deny a proctoring request that is beyond the library's ability to administer.