

Killingly Public Library Proctoring Policy

In support of continuing education and lifelong learning, Killingly Public Library agrees to act as proctor for distance learning students. Killingly Public Library provides this service under the following conditions:

- ✚ The student must pay a \$10.00 fee for this service. The fee **must** be paid before the exam is administered. Acceptable forms of payment are cash or check. We do not accept credit cards.
- ✚ The Library will receive the exam from the educational institution and, when contacted by the student, arrange a time for the exam to be taken.
- ✚ Students must present current photo ID. The name on the ID must match the name on the test.
- ✚ The student cannot require supervision while taking the exam. The Library is unable to provide one-on-one monitoring.
- ✚ The student must understand that Library activities and noise levels vary. The Library cannot guarantee a quiet environment for the test.
- ✚ The student can only utilize areas of the Library that are open to the public to take the exam.
- ✚ If the exam is to be taken online, the student must agree to our Public Access Computer Policy. The time limit will be adjusted to accommodate the maximum time allowed to complete the exam. Students may use their own laptop computers to access our wireless network.
- ✚ The proctor will hand out the exam, collect it when completed, and mail it back to the appropriate educational institution. The student or educational institution must provide an addressed, postage-paid envelope for this purpose.

I, the undersigned, have read and understand the Proctoring Policy and agree to abide by it:

Name (printed): _____ Name (signed): _____

Telephone: _____ Email: _____

Proctor Signature: _____

Date: _____

Policy Adoption: August 2009
Policy Revision: