

## Proctor Policy

The Ohio County Public Library will proctor online or printed test taking for the general public as long as the following criteria are met:

1. Test taking must occur during regular hours of operation.
2. Test taking appointments have to be made in advance and a courtesy reminder to the proctor should be made within 24 hours of the test via phone or e-mail.
3. The proctor is able to provide the test standards/requirements at no additional cost to the library.
4. The student makes all arrangements between the institution and the library.
5. Proctoring will occur as long as adequate staff is available for the library to continue to operate. All proctoring is at the discretion of the library employee and they have the right to refuse at anytime.
6. No additional technology will be purchased in order to facilitate the test.
7. A \$10.00 fee will be paid to the Ohio County Public library.
8. A positive photo ID will be provided to the proctor without prompting before the test begins.

Adopted 9-9-08

Effective 10-01-08