

DOWNINGTOWN LIBRARY COMPANY PROCTORING POLICY

The Downingtown Library Company (DLC) Director or designee will proctor exams in print or online format. The cost for this service will be \$25. per exam. In addition, all expenses, including copying, faxing and mailing will be paid by the test-taker. During the scheduling process, prospective test-takers must first read and agree to this policy (sign below).

Exams will be proctored by appointment only. Arrangements (i.e., date, time and proctor) must be scheduled in advance of the exam date. All exams must be completed during the library's regular business hours of operation.

The test taker shall provide the DLC with proctoring instructions prior to the DLC agreeing to proctor the exam. Should additional requirements be stipulated after a proctoring appointment has been arranged, the DLC reserves the right to decline proctoring the exam if it cannot fulfill the additional requirements or if the added requirements contravene this policy.

If an institution requires the test-taker to receive constant and uninterrupted observation, the DLC will be unable to proctor the exam. Any suspicious activity observed by the proctor will be reported to the test-taker's institution.

Photo identification is required for all tests. When proctoring an exam, the DLC will fulfill the instructions provided by the institution. The DLC will ensure that the test-taker only has the permissible materials (books, papers, calculators, etc.) while taking the exam.

DLC cannot guarantee that a private room will be available for the test-taker. The library is a public space, and therefore may include distracting noises and conditions.

The DLC is not responsible for taking an exam to the Post Office or other carrier to meet a mailing deadline. Tests being mailed will be sent with other library mail through the U.S. Postal Service at the ensuing pick-up time. The test taker or institution must provide an envelope with correct postage for mailing.

Test Taker Name (Printed)

Signature of Test Taker

Date

Signature of Library Director or Designee

Approved May 17, 2018
Revised October 18, 2018