

## NORTHLAND PUBLIC LIBRARY EXAM PROCTORING POLICY

Northland Public Library will proctor both written and online exams for students. Proctoring is a value added fee-based service. Fees are as follows:

- \$15.00 per exam for residents of Bradford Woods, Franklin Park, Marshall Township, Town of McCandless and Ross Township. Proof of residency is required.
- \$20.00 per exam for nonresidents

Payment must be made before the exam is taken.

The Library will provide workspace and limited supervision. Library staff will check identification if necessary.

Library staff will proctor exams by appointment only. Exams must be taken during library open hours and must be completed 15 minutes prior to library closing time. It is the test-taker's responsibility to notify Library if they are unable to make the appointment.

The test-taker may use a Library computer for online tests and time limits will be adjusted if necessary. Software cannot be installed on any Northland computer. All other needed equipment or tools must be provided by the Test-taker or testing institution.

Library staff proctoring the exam will complete appropriate documentation forms provided by the institution. The Library will mail or ship completed exam to institution if a postage paid envelope is provided or test-taker or institution has made prior prepaid arrangements with another commercial carrier. The Library is not responsible for any costs in obtaining or returning the examination.

Examinations not completed by the test-taker within 30 days of receipt by the Library will not be retained unless Test-taker has made prior arrangements.

Additional fees:

- If Library receives exams via fax or e-mail, there is a charge of \$.15 per page to print.
- If completed examinations and accompanying materials need to be faxed by the Library, the Test-taker will be charged \$2.00 plus \$.15 per page faxed.

The Library will not:

- Provide supplies to Test-takers such as test booklets, paper, pencils, etc.
- Time individual or multiple portions of the same exam.
- Directly supervise the student, except to begin and end the exam.
- Guarantee quiet work spaces, although we will make every effort to set test-taker apart from high traffic areas of the Library.