

Livingston-Park County Public Library

Proctor Policy

The Livingston-Park County Public Library supports life-long learning, and as such, may proctor online or written examinations. This service is based on the availability of personnel and must not compromise other library services.

Eligibility

Students requesting free proctor services must be residents of Park County with a library card in good standing (no outstanding fines or fees). At the time of the exam, the student must present a valid picture I.D. Students who miss a scheduled examination time or arrive more than 15 minutes late on more than one occasion, will not have further tests proctored at the Library.

Non-county residents are eligible for proctor services per the fee schedule below.

Fees

The Library does not charge for providing proctoring services to Park County residents. However, donations to the Library are always accepted. The student will be responsible for any incidental costs, such as postage to mail back the exam (at US Postal Service rates). Payment of costs will be due prior to the examination.

In addition, non-county residents are charged a \$20 fee per test, up to two hours in length, and \$10 per hour for any additional time.

Availability

Master's-level librarians are able to proctor exams, as allowed by their work schedule. Tests must be scheduled with the proctor a minimum of 3 days in advance. Tests will only be scheduled during the proctor's regular work hours. All exams must be completed 15 minutes before the Library closes.

Guidelines

The Library cannot guarantee a quiet or secluded area for the exam.

The Library will not be responsible for making sure the student takes the test on time, or the condition of the test after it has left our possession.

The Library cannot guarantee that the proctor will remain in the room with the student for the entire duration of the test.

The Library reserves the right to deny a proctoring request that is beyond the library's ability to administer.

Approved: September 19, 2011