

Test Proctoring Policy

The Loogootee Public Library offers test-proctoring for distance learning students taking online and written tests.

Students requesting test proctoring are responsible for meeting the educational institutions as well as the library's requirements.

Librarians are available for proctoring during library public service hours. The library will only proctor tests received from the educational institution via mail or e-mail or website.

The Library provides staff to oversee the test and a location with a public access computer in which to take the test, but does provide equipment, tools, or supplies for tests. e.g., calculators or technical support for student equipment.

The Library expects the student to pay for all postage, faxing fees, and copy fees related to the tests.

The student is responsible for scheduling a time with the library director to take a test.

Approved (November 8, 2010)