

# **Proctoring Policy**

## **Hazen Public Library**

### **Purpose**

Exam proctoring is available at the Hazen Public Library. Proctoring is available to any area residents. Students in need of proctoring are not required to have a library card with Hazen Public Library or any other CDLN member.

### **Set-up**

- It is the student's responsibility to activate the proctoring requirements and coordinate the test procedures with their respective college or school.
- It is the student's responsibility to ensure that their laptop has any programs required by their college installed and ready at the time of the exam.
- The library's computer lab may be used for the exam, with prior notice.

### **Scheduling**

- 3 days advance notice preferred for scheduling; contact the Library Director. Walk-ins are not accepted.
- Proctoring is not available on weekends.
- Proctoring is available Monday through Friday, 9:00 a.m. – 4:30 p.m.
- If the student is unable to take the test on the scheduled day, s/he must call before the test time and reschedule.

Adopted: 09/26/2017

Effective: 09/26/2017