

Proctoring Service Policy

Lake Blackshear Regional Library System

The Lake Blackshear Regional Library System values the concept of lifelong learning goals. To support these goals, students may request exam proctoring at a facility of the Lake Blackshear Regional Library System. Exam proctoring is subject to the availability of authorized staff and will be undertaken provided the conditions set by the examining institution can be met without undue disruption to the library's normal functions.

PROCTORING FEES:

- \$5.00 per exam.
- If faxing is required \$2.00 for first page and \$1.00 per page afterwards.
- \$0.15 per page if printing is required.
- ***The non-refundable exam fee is to be paid prior to scheduling of exam.***
- All other fees are payable in cash prior to taking an exam.

PROCTORING GUIDELINES:

- All exams must be sent to the library.
- A minimum of one week's advance notice is required. An appointment must be made for each exam.
- Students are responsible for ensuring that all exam requirements are met and that any tests have been received by the library before the exam is taken.
- The library will not proctor any exam which requires the proctor to sit with the student during the exam.
- No costs (postage charges, copying, etc.) are to be incurred by the library.
- Exams must occur during the library's regular hours of operation and be completed 15 minutes before the library closes.
- Students may reschedule their exam appointment ONE time. If additional scheduling changes are needed, the library will not proctor the exam, and the exam materials will either be sent back to the school or shredded by the library.
- Exams not taken by the expiration date will be returned, if postage is provided, or shredded.
- The library will not be responsible for the delayed arrival of tests from the examining institution, nor for any completed tests once they leave the library's possession and have been sent back to the examining institution.

We ask that participating institutions and/or students provide the following:

Institution

- Name of the educational institution
- Name of the student
- Instructions to the proctor on administering the exam
- Expiration date (default is 3 months from receipt of each exam)
- Return envelope with postage.

Student

- Supplies and materials necessary for completing the exam (pen, pencils, paper, computer disks, etc.)
- Photo ID
- Return envelope and postage, if this is not provided by the institution.

I have read and understand these guidelines regarding the proctoring service.

Student's Name: _____

Student's Signature: _____

Phone Number: _____

Date: _____