

Proctoring Policy

Union County Library provides limited test proctoring service to Union County Library account holders in good standing. The availability of staff certified to proctor will determine when and how many appointments can be scheduled. The service is offered by appointment at the Main Library and Union West Library only.

The Library's Responsibility:

- To provide the student with reasonable accommodations to take the exam.
- To verify the student's identification and eligibility to receive proctoring service.
- To confirm that the proctoring requirements of the educational institution can be met. Requirements more stringent than the Library can reasonably assure will be cause for declining a request for proctoring services.
- To receive and safeguard the exam or login information until the appointed test time.
- To provide minimal monitoring of the student during the exam.
- To impose the time limit required by the educational institution.
- To verify completed exams when the student has complied with all requirements.
- To submit the completed exam as specified by the educational institution.

The Student's Responsibility:

- To request an available appointment at least 5 business days in advance of the test.
- To arrange for the educational institution to provide the exam or login to the Library.
- To arrive on time as scheduled.
- To comply with all requirements of the educational institution for the exam being administered.
- To pay any fees associated with copying, faxing, or mailing the exam.

The Library reserves the right to refuse to proctor for any student who does not comply with the terms established by the educational institution and with the policy of the Library.