

## **Exam Proctoring Policy**

### **Purpose:**

As part of its community outreach service, the Yorkville Public Library provides exam proctoring during library hours to benefit the Yorkville community.

### **Who may have an exam proctored?**

Exam proctoring is available to the residents of the City of Yorkville and Non-Residents who have purchased a Non-Resident library card. There is a fee of \$10.00 per exam.

Exam proctoring is available for Non-Residents who do not have a Yorkville Public Library card for \$25.00

### **What are the conditions for exam proctoring?**

- Exam must be four hours or less.
- Exam instructions must be in English.
- All postage must be paid by the institution or the student at the time of the exam.
- Proctor must be notified before the exam if any special arrangements are required.
- One student is proctored at a time.
- Students must schedule with proctors in advance. Walk-ins are not accepted.
- No-shows will be unable to use the service in the future.
- Students must supply their own supplies.

### **Who are the Proctors at the library?**

- Director
- Director of Adult Services
- Director of Technical Service

### **When can exams be scheduled?**

Scheduling is variable depending upon the librarian's schedule.  
Exam proctoring is not available on the weekend.