GSV-3: Proctoring Examinations Policy
Adopted: 6/19/2014; Last Revised: 10/17/2019

Policy Statement
As a community service, the Orion Township Public Library (OTPL) will provide proctoring services for written examinations.

Regulations
1. The student must contact a librarian to request proctoring service before any examination is sent to the library by the student's educational institution or potential employer.
2. The library requires the student's name, telephone number and email address (if applicable) at that time.
3. The student is responsible for having the examination and instructions sent to the library after talking with a librarian. The student is responsible for timely receipt of the examination and instructions.
4. The library will accept examinations via email or postal service. The library reserves the right to refuse proctoring if the requirements exceed staff or facility capabilities.
5. Test date and time must be agreed to by a librarian, will occur during regular library hours and should not exceed four hours. If the student fails to comply with the agreed upon test date and time for each proctoring session, a librarian may return the examination to the sender.
6. Supply requirements for an examination are the responsibility of the student.
7. The library does not guarantee a quiet test area, continual monitoring for the entire examination period or a specific library staff member's service.
8. If return postage is not prepaid, postage to return the examination is the student's responsibility.
9. The library staff is responsible to deliver the completed examination into the care of the US Postal Service or send out via email but is not responsible for delivery beyond that point.
10. The library will shred copies of completed paper exams at the end of the academic semester.
11. No tipping or other payment or compensation to library personnel is permitted for proctoring services.
12. A patron who lives in the library service area who wishes to challenge a library policy or any portion of a library policy should follow procedures as outlined in MGT-15: Appeals Process Policy.