

Proctoring Policy

In support of life-long learning, the Cherry Valley Public Library staff will proctor exams for free for current Cherry Valley Public Library cardholders and employees of businesses located within the library district. For all other students, there is a cost of \$10.00 per test. Payment is required at the time of the test.

It is the student's responsibility to verify that the proctoring conditions provided by the Cherry Valley Public Library meet all requirements of the institution administering the exam.

Testing dates shall be scheduled at least three days in advance.

The proctor and student will follow all rules established by the educational facility providing the test materials.

The library may not provide proctoring if a proctor is required to be with the student during the entire exam.

The library cannot guarantee that technical problems will not occur when using the library's network or computers.

Proctoring is subject to the availability of authorized staff and the ability to provide the service without undue disruption of regular library services.

At the time of the test, the student must provide a valid government-issued photo ID to the proctor prior to beginning the test.

The student is responsible for any costs associated with the test including printing, faxing, scanning, or postage in addition to the \$10.00 test fee if applicable.

To make arrangements for test proctoring, please call the library at 815-332-5161.

Adopted 3/28/18