

# **BAY COUNTY LIBRARY SYSTEM**

## **Exam Proctoring Policy**

The Bay County Library System offers online and written exam proctoring by its staff, at no charge and by appointment only, at all of its branches. Exams must be taken during regular open hours and must be completed no later than 15 minutes prior to closing time. Library computers are available for online exams. The Library does not allow installation of special software for exam-taking purposes.

Proctors are unable to directly observe the exam-taker at all times, but may check on them periodically. They will enforce any time or other restrictions placed on the exam by the issuing institution, or provided for in the exam materials. The Library cannot guarantee that the area designated for the exam-taker will be quiet, although every effort will be made to provide a location with low traffic. Proctors will complete appropriate documentation forms provided by the issuing institution.

The Library will retain exams for 90 days, or until the issuing institution's deadline, whichever comes first. Uncompleted exams will be returned to the issuing institution if postage has been provided. Otherwise, they will be destroyed.

### Exam-taker's responsibilities:

- Verify with the issuing institution that the proctoring staff and procedures meet the institution's needs
- Schedule and allow sufficient time for the test to be taken
- Meet any deadlines imposed by the issuing institution
- Bring photo ID and any materials required to take the exam
- Provide postage paid envelope if exam is to be returned by mail
- Pay all costs to receive or return test materials, including copying and faxing
- Coordinate transfer of exam from issuing institution to the Library