

## PROCTORING EXAMINATION GUIDELINES

### Procedures of Service:

- A. While library staff will make every effort to meet the individual needs of the student, their primary obligation is to meet the information needs of the public. If proctoring an examination interferes with these basic duties, this service may not be available.
- B. The Tigard Public Library reserves the right to decline proctoring services in situations where the testing institution's guidelines do not coincide with the library's service guidelines or with the policy.
- C. There is currently no charge for this service. The library proctors examinations for academic institutions such as universities and colleges as well as exams for professional licenses such as the real estate brokers test.
- D. Because privacy and relative quiet cannot be ensured, at this time, the Tigard Public Library does not offer proctoring services for online examinations.
- E. Proctoring examinations are administered by a staff member. Tests and examinations are not monitored with a staff member present during the taking of any portion of the test.
- F. Students should come to the library prepared to take the test or examination with any supplies or materials which may be required. Postage and/or copying fees are the responsibility of the student.