



Petoskey District Library Proctoring Guidelines

Responsibility of the exam taker:

- The Library will provide a reasonably quiet space for the administering of the exam, but patrons and the examining institution should be mindful that the Library is a public building, and therefore, complete privacy and quiet cannot be fully guaranteed.
- The Library has the right to substitute a proctor in the event that the assigned proctor is unavailable.
- The Library cannot provide continuous supervision, but the proctor will check on the test-taker intermittently. Therefore, the examining institution should be aware that the test taker was operating on an honor system.
- Library staff proctoring the exam will not sign an institution's proctor verification form attesting to more than the staff is able to do under guidelines set forth by the Library's policy.
- The Library will return completed exam as directed by the examining institution but is not responsible for any costs associated with mailing or returning the exam.
- The Library will not retain copies of any completed exams.
- The Library shall not be responsible for any exam once it leaves the Library's possession.
- The Library shall not be responsible for exams that are interrupted or delayed by Library emergencies, power failure, inclement weather, and/or computer hardware or software failures.

Responsibilities of the Examining Institution:

- Be aware of and agree to the guidelines set forth in the Library's exam proctoring guidelines.
- To contact the assigned Library proctor by email or phone prior to the date and time of the scheduled proctoring session in order to verify credibility and testing requirements.
- To inform the test-taker on any exam guidelines, instructions, and any pre-exam requirements.