

**Title 2**  
**Chapter 9**

**Services**  
**Proctoring examinations**

- a) The library offers proctoring services in order to make it possible for area residents to participate in online and correspondents courses from educational institutions in Wisconsin and around the country.
- b) Proctoring is only offered during normal library hours and when library staff is available.
- c) Proctoring services include: making special reservations on the public computers to allot for the testing time, validating the identity of the test taker, informing the test taker of the rules and restrictions of the test as indicated by the testing institution, making sure that those rules are followed and seeing to it that the completed test is properly mailed or faxed to the testing institution.
- d) The test taker or the testing institution is responsible for any postage costs.
- e) The library charges \$15.00 for each test proctored, payable before the test is taken.

Approved October 11, 2005