

## SERVICES

## 456 – Proctoring

Proctoring is available to Indian Prairie cardholders only. The Adult Services staff will not monitor exams on a one-on-one basis, but will verify hours student was in the library taking an exam, and will fill out forms. If the exam must be taken online, the student may bring a laptop computer or reserve one of the library's computers.

The student must make arrangements in advance to reserve a conference room and to have the exam directed to the library staff member who will proctor it. After completion, the staff member will see that the exam is returned to the school. Postage and reimbursement for printing costs must be provided by the student.

Adopted 11/15/89, Revised 12/20/89, 9/19/07, 1/21/09, 4/20/11, complete review 4/17/13, complete review 3/18/15, complete review 3/15/17