

Columbus Public Library

PROCTORING POLICY

The library as listed in our SERVICE REPOSNSSES will provide proctoring of exams in support of LIFELONG LEARNING. As stated: The library will provide services which will help individuals address the desire for self-directed personal growth and development opportunities.

1. Instructors are responsible for mailing the exam to the library, including contact information for the student (name and phone number) and notifying the student that it has been sent.
2. Exams will not be accepted if faxed or emailed to the library.
3. A self addressed stamped envelope must be included for the return mailing of the exam.
4. The library will call the student when the exam arrives.
5. The staff member on duty will do the proctoring when the student comes in to do the exam.
6. Students are responsible for taking the exam before the deadline set by the instructor.
7. The library will mail the exam back after the exam is taken or after the deadline set by the instructor whichever comes first.

Adopted 4/12/04, Revised 8/16/05