



# JOLIET PUBLIC LIBRARY

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## **Examination Proctoring**

**Policy Adopted by the Joliet Public Library Board of Trustees  
July 15, 2010**

The Joliet Public Library supports the goal of lifelong education. This policy will outline the conditions by which the Library will proctor examinations.

The Joliet Public Library proctors examinations for educational purposes only. This service is offered at no charge for Joliet Public Library cardholders in good standing. For those who do not meet this requirement, a fee of \$25 will be assessed for each test proctored. The patron is also responsible for all costs associated with administering and returning examinations.

Testing is subject to the availability of authorized staff. Tests may not exceed three hours in length. Appointments for proctored examinations should be arranged at least one week in advance and are scheduled only for times when sufficient staff is available.

The Library cannot commit to proctoring an entire course of study or single exams requiring multiple sittings. Exams in series will be treated as separate testing requests.

Examinations, instructions, and return information must be sent (either by regular post or electronically) directly to the Library by the administering institution in order for library staff to certify an examination. If an examination does not arrive in time for a scheduled appointment, the exam must be rescheduled.