TEST PROCTORING POLICY

In response to patron requests, Saugatuck-Douglas District Library (SDDL) will provide proctoring services for tests according to the following guidelines:

- Service will be provided to SDDL cardholders without fee. Patrons from other libraries will be assessed a fee of \$15 per test.
- The test-taker must contact a staff member with their request and receive approval from the Library Director prior to any test or exam being delivered to the library. The individual's name and appropriate contact information, including phone and email address shall be submitted at the time of the request.
- The individual requesting such service shall be responsible for the timely delivery and receipt of testing materials and instructions following approval of the request. Delivery may be made in person, via electronic submission or by standard delivery services.
- The library reserves the right to refuse availability of such services if the requirements exceed staff or facility capabilities.
- Any cost associated with submitting the completed test shall be the responsibility of the test taker and such cost is to be paid upon completion of the test.
- The testing date and time must be agreed upon by the Library Director and shall occur during regular library hours and shall not exceed four hours in length. Tests should be scheduled at least a week prior to the proctoring date. If the test-taker fails to comply with the agreed upon date and time, the test may be returned to the sender; if notice has not been received prior to the missed appointment, the test may not be rescheduled.
- Test-takers must supply all necessary materials.
- The library cannot guarantee a quiet test area, continual monitoring for the entire test period or a specific library staff member's service.
- Library staff is responsible for submitting the completed test electronically. Any other means of test delivery must be discussed with the library director in advance. Arrangements and cost will be made by the test-taker.
- Tests not taken prior to a test deadline will be discarded.

I.	_, have read the Saugatuck-Douglas District
(print first & last name)	
Library's Test Proctoring Policy and agree to its terms.	
Signature:	Date:

First Reading: October 21, 2015 Second Reading: November 18, 2015 Approved: November 18, 2015