



*policy statement on*

# EXAM PROCTORING

**REVISED MAY 27, 2010**

The Library may proctor exams for residents of East Baton Rouge Parish who are registered library cardholders in good standing, subject to availability of authorized staff and facility space.

The Library does not charge fees for this service but greatly appreciates donations in support of the Library's collections and services.

The Library reserves the right to cancel a reservation for an exam if the staff or the facility is needed for library purposes. If an individual's reservation is canceled, they will be notified at least 48 hours prior to the scheduled meeting, if at all possible.

A minimum of one week's advance notice is required before any test will be proctored. All test-taking requirements, including technical requirements, must be received from the issuing educational institution before any tests are taken.

**Because of the technical difficulties involved in administering online tests, the Library will not proctor such exams at this time. The Reference and Information Services Division maintains a list of possible proctoring sites for patrons.**