

## **Lafayette Public Library Exam Proctoring Policy**

The Lafayette Public Library's objective in establishing this policy is to enhance the quality of life of our community by providing an exam proctoring service to assist students and employees with life-long learning.

A proctored exam is one that is overseen by an impartial individual who monitors a student while he or she is taking an exam. The Library will proctor both written and online exams. The proctor ensures the security and integrity of the exam process. Proctors will check on test takers periodically, but the Library cannot provide one-on-one proctoring or continuous, uninterrupted monitoring of exams.

### **Eligibility**

- Registered library card holders in good standing with the Lafayette Public Library are eligible.
- For patrons not qualifying for a library card as a resident of Lafayette Parish, reciprocal borrower's cards will be issued. The individual must show a valid library card from the parish he or she resides in, and that parish must be a member of a reciprocating library of the Bayouland Library System.
- Test takers are required to present a valid picture I.D. at the time of the exam.

### **Availability**

- The Lafayette Public Library may proctor exams based on the availability of personnel, facilities, and the technology to do so.
- The Library will provide a reasonably quiet space for students to undertake exams, but students should be mindful that the library is a public building.
- Testing will be offered on dates and times determined by the individual branches.
- Exams are administered by appointment only. Test takers must schedule the exam date within the posted guidelines.

### **Costs**

There is no charge for the proctoring service. However, the Library will not incur any costs for returning exams. The student or the examining institution must provide a return envelope and sufficient postage.

Revision approved by the Library Board of Control July 10, 2017