

## **Proctoring Policy**

The Gunnison County Library District offers the service of proctoring tests and examinations for its residents upon request and subject to the availability of library personnel, technology, and facilities.

This service is offered on an appointment basis. Call either the Gunnison Library or the Old Rock Library in Crested Butte to schedule an appointment.

Appointments should be scheduled at least 5 days before the date of the exam.

Students are responsible for being on time for a scheduled exam. The library reserves the right to cancel further proctoring requests if the student is more than 15 minutes late or does not show up for a scheduled exam.

The library will proctor up to 1 exam for an individual student for free within a one month time period. After 1 exam, the student will be charged \$5 per exam for the first 2 hours. After 2 hours, the student will be assessed \$5 per hour. Payment is due at the time of the scheduled exam.

Cash, money orders, or checks are acceptable methods of payment.

The student is responsible for any incidental cost involving printing, copying or postage to mail back an exam.

The library cannot guarantee a quiet room for the exam. No private rooms are available.

*Adopted by the Gunnison County Library District Board of Trustees January 2014*