

## **Proctoring Policy**

Proctoring services are available to Western Allegheny Community Library cardholders only. A Librarian will administer the proctoring of all exams. The Librarian will not monitor exams on a one-on-one basis, but will verify hours student was in the library taking an exam, and will fill out any required forms. If the exam must be taken online, the student may bring a laptop computer or reserve one of the library's computers.

It is the student's responsibility to make arrangements, in advance, to reserve a conference room and to have the exam directed to the Technical Services Librarian. After completion, the Librarian will return the exam to the student's school. Please note that the student must provide postage and reimbursement for all printing and mailing costs.