

## **Proctoring Exams**

The library will proctor exams for students for which a variable fee will be charged depending on the requirements of the institution setting the exam. Proctoring an exam must be discussed with the librarian before approval is given to proceed.

- For a student writing an exam for which constant supervision is not required, a flat fee of \$25 fee will be charged.
- For institutions requiring constant monitoring of a student taking an exam, an hourly fee of \$20 will be charged in addition to the flat fee of \$25.

Adopted February 20, 2014