

Berkley Public Library

Exam Proctoring Policy

The Berkley Public Library offers proctoring services to members of the public. The charge for proctoring an exam is \$10 for Berkley residents and \$20 for non-residents (as stated in the City's fee schedule). The following outlines the library's proctoring service.

1. Proctoring is available by appointment only and must generally be scheduled at least one week prior to the desired exam date.
2. Any librarian can proctor an exam. Speak to a librarian to schedule a proctoring session. Additional staff may need to be consulted prior to finalizing a proctoring appointment.
3. Proctoring is offered during the library's regular business hours.
4. The library cannot guarantee that a student will be observed at all times during an exam.
5. The proctor fee is due at the time the test is administered. Proctor fees will be entered in the cash register under "Fines & Fees."
6. The student is responsible for any fees associated with the return or submission of the completed exam.
7. The library reserves the right to refuse proctoring if the requirements exceed staff or facility capabilities.

Approved by the Library Director and Berkley Public Library Board on May 21, 2014.