



Aurora Public Library

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PROCTORING POLICY

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The Aurora Public Library supports the lifelong learning goals of the Aurora community. To support these goals, the Library may proctor exams for registered members, subject to the requirements of the issuing educational institution and the availability of authorized Library staff and resources.

Proctoring is subject to the following conditions:

1. Proctoring is available to registered members of the Library.
2. A minimum of one-week advance notice is required before any exam is proctored.
3. All exam-writing conditions must be received from the issuing educational institution and be assessed for suitability of proctoring by the Library, before any tests are taken. The Library will not proctor exams if the conditions cannot be met.
4. Re-scheduling of appointments is subject to the Library's approval.
5. The Library accepts no responsibility for any charges involved in proctoring (e.g. photocopies, mailing charges). Any such costs are borne by the writer of the exam.