



Proctoring Policy

Purpose:

The Orange City Public Library supports lifelong learning by offering proctoring services to students and institutions when conditions for independent study require such agency and certification.

General Provisions:

This policy is available upon request by students and institutions requiring proctoring services.

This service is available by appointment during library hours.

Exam proctoring is available to anyone who requests the service.

Exams are proctored by the Library Director, subject to availability.

Exams must be completed 30 minutes prior to the library closing.

The student must be on time for the appointment and is responsible for notifying the proctor in advance if the appointment cannot be kept.

The student is to arrange for the exam and its instructions to be sent to the library at least one week prior to the exam.

The student is to verify that the required materials have arrived prior to the scheduled exam.

The student is responsible for verifying that library technologies are adequate and available for the examination.

The student must provide a valid driver's license or photo identification prior to the exam for verification purposes.

The student is responsible for the return postage and envelope by providing a self-addressed stamped envelope.

The student is responsible for the cost of faxing services related to the exam.

The proctor will not remain with the student during the exam and will monitor the student periodically. *If an institution requires the student to receive constant uninterrupted observation the library will be unable to proctor the exam.*

The proctor will return all forms directly to the school, following the directions of the institution. *The library may not be able to proctor an exam for which the signature of only one designated person is required.*

The Library Director may refuse an examination that is burdensome.

The library is not responsible if the institution's web site or e-mail is not working.

The library is not responsible for exams that are lost in delivery.

The library will not keep copies of completed exams.

Proctoring Policy | History

Date	Action Taken
November 2014	Approved
October 20, 2020	Revised and Approved
August 16, 2022	Revised and Approved
August 26, 2025	Reviewed
February 24, 2026	Approved