

Subject: Proctoring Services

Purpose:

To support the educational and career goals of library users by providing test proctoring services.

Policy:

MFRL provides examination/test proctoring services to support library patrons' educational and career goals. Proctoring is available for both paper-based and online tests. Use of library computers for examinations is subject to MFRL's Acceptable Internet Use and Safety Policy (MFRL 112) and all applicable guidelines on public computer use.

Library staff are unable to provide continuous, one-on-one monitoring during exams. Private workspaces and completely quiet environments cannot be guaranteed. Proctoring services are subject to the policies of the testing institution. Exams can only be administered once staff have verified that MFRL procedures meet the requirements of the testing institution.

Students must register for proctoring services with their library branch at least three (3) days in advance of their scheduled exam. This allows staff time to confirm compliance with the testing institution's requirements.

MFRL is not responsible for interruptions or errors caused by internet outages, computer hardware or software malfunctions, power failures, or other building and/or public safety emergencies. Proctoring is provided free of charge; however, students are responsible for any additional costs, such as printing or postage.

References:

- **MFRL 112: Acceptable Internet Use and Safety Policy**

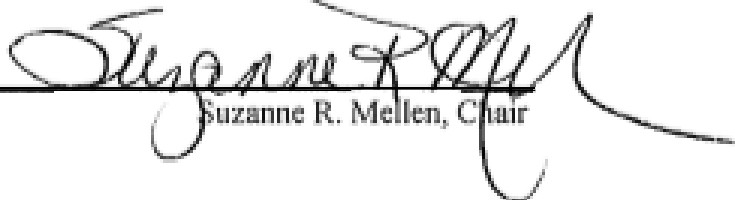
Attachments:

- **None**

Approval:

Montgomery-Floyd Regional Library Board of Trustees
December 16, 2009, April 15, 2015; Revised September 18, 2019; September 17, .2025-

Date: September 17, 2025


Suzanne R. Mellen, Chair