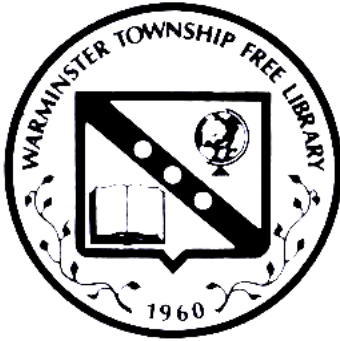


WARMINSTER TOWNSHIP FREE LIBRARY



EXAMINATION PROCTORING POLICY

PURPOSE: Distance learning programs and some professional development courses offer classes for independent study on the condition that examinations are proctored by a certified person. In support of life long learning, Warminster Township Free Library will provide this service, depending on staff availability.

SCOPE: Anyone may apply for examination proctoring. The service is provided at the convenience of the Reference Librarians' schedules.

FEES: The fee is \$10.00 per exam, due when the test is taken, for patrons in our service area (Warminster / Ivyland). The fee is \$25.00 per exam, due when the test is taken, for patrons outside our service area.

RULES:

1. The Reference staff will proctor written tests only and tests that do not require constant supervision. Computer proctored tests will be conducted at the library's discretion. A quiet area for test taking may not be available.
2. A minimum of one week's advance notice is required. No walk-in tests will be administered.
3. The student or school must provide the return envelope and postage.
4. No special deliveries, faxes, e-mails or grading of exams are done. The staff will seal and sign the envelope but will not deliver the completed exams to the post office or Fed-Ex/UPS store. The completed exam will be placed in the Library mail pick-up / delivery box which is on the premises.
5. The Library is not responsible for keeping copies of the completed exams.
6. The Library reserves the right to deny this service if it is deemed to be unreasonable in its demands or too burdensome to administer.

Adopted by the Warminster Library Board of Directors

At their Regular Meeting of
May 11, 2004