

## Exam Proctoring Policy

Gilford Public Library will proctor both written and online exams for Gilford residents and those who have a card at Gilford Public Library.

The Library will provide workspace and supervision. Library staff will check identification if necessary.

Proctoring is by appointment only and exams must be taken during library open hours. While the library staff will do its best to meet the scheduling needs of the student, the staff will determine the date and time for the appointments. If a student does not appear for an appointment, library staff will not reschedule the exam.

Library staff proctoring the exam will complete appropriate documentation forms provided by the institution. A postage-paid envelope must be provided by the institution if mailing is required.