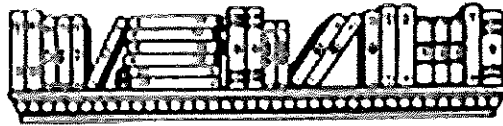


PHOEBE APPERSON HEARST LIBRARY

LEAD, SOUTH DAKOTA



BOARD OF TRUSTEES

TEST PROCTORING POLICY

Purpose

The purpose of this policy is to outline the scope and limitations of the Lead Public Library's test proctoring services. The Lead Library provides this service as a community resource to support lifelong learning, academic achievement, and professional development. While the library strives to meet the needs of test-takers and their institutions, services are offered within the constraints of library resources, staffing, and technology.

Services Provided

- The library will provide a space for test-taking and internet access.
- Library staff can verify a test-taker's identity using a valid government-issued photo ID.
- The library is able to return completed exams via fax or email/scan. Mailing completed exams is not preferred and will only be done if absolutely necessary.

Limitations

- The library staff are not able to take classes, obtain special certifications, or meet specialized training requirements set by individual institutions or instructors.
- Proctoring will be conducted within the constraints of library operations and staffing. The library cannot guarantee continuous, direct supervision for the entire duration of the exam.
- The library cannot download or install special software that compromises computer security or requires administrator permissions.
- The library is not responsible for technical problems, including those involving the testing institution's systems.

Scheduling & Availability

- Proctoring must be scheduled at least one day in advance and is subject to staff availability.
- Exams should be scheduled during regular library open hours.
- Test-takers are responsible for confirming the library's policies meet their institution's requirements before scheduling.

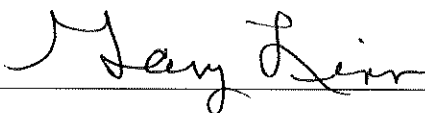
Test Materials

- All test instructions must be received before the scheduled test date.
- It is the test-taker's responsibility to ensure their institution sends all necessary materials to the library in time.
- Any costs for mailing, printing, faxing or other materials are the responsibility of the test-taker.

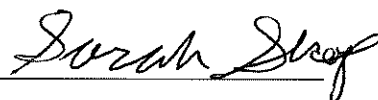
Liability

The Library will make reasonable efforts to meet the requirements of the testing institution but cannot be held responsible for conditions beyond its control, including but not limited to: lost or delayed exam materials, poor internet connectivity, or postal service delays.

Approved by:



Hearst Library Board of Trustees President

10-20-25 

Date Hearst Library Director

Review Date: