

## Proctoring Exams

Library staff will proctor exams for distance learning for local resident card holders and for persons who have purchased a HMMPL nonresident card, on a pre-arranged schedule that coincides with staff availability. This schedule may change as staff schedules change.

Students will be responsible for all costs associated with taking the exams including, but not limited to, postage, fax charges, and copying charges. Charges for proctoring by Library staff may apply.

It will be the responsibility of the student to arrange for the educational facility to send the exam to the Library and to contact Library staff to set up a time to take the exam. The Library is not responsible for ensuring that the student takes the exam by the due date.

Please refer to the current procedural document for information regarding current exam proctoring schedule and guidelines.