



Exam Proctoring Policy

*Approved May 8, 2017
Updated September 8, 2025*

PURPOSE:

The Harlan Community Library agrees to cooperate with patrons and educational institutions to support their lifelong learning goals by offering proctoring services.

SCOPE:

This policy applies to all people who utilize the proctoring services at the Harlan Community Library.

POLICY:

The Library is willing to provide proctoring services based on the availability of staff, facilities and technology.

- Students must contact the library director to approve proctoring.
- The student is responsible for verifying with the issuing institution that the proctoring staff and procedure for testing meet that institution's requirements.
- The student is responsible for providing all proctoring forms or coordinating between the school and the library to ensure the library director has all needed forms and ensure that the library is approved for proctoring with the school.
- Be aware that the educational institution will require a photo ID.
- Once the library director has approved the proctoring, the student needs to schedule an exam time with the designated library staff.
- Exams may be taken any time the library is open depending on the availability of library staff. The student will schedule the exam time to end no less than 30 minutes before the closing of the library.
- The library cannot guarantee that the test taking area will be quiet.
- The library reserves the right to deny this service. The library also reserves the right to cancel or change a test date due to inclement weather, computer malfunctions, as necessary.