

Policy: 424.2
Subject: Test and Examination Proctoring
Reviewed: 09/28/2004, 04/08/2010, 9/3/2015
Approved: 09/28/2004
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1. The library offers proctoring services for residents of Milford only.
2. The library will charge \$5.00 per proctoring session. The Milford Public Library reserves the right to change the fee schedule for this service.
3. All exams are proctored by a professional librarian. Exam takers should arrange with a library staff member for the receipt and proctoring of exams. It is preferred that exam takers notify the library at least 2 business days before they wish to take their exam.
4. The Milford Public Library reserves the right to refuse proctoring services due to staff time restrictions or other mitigating circumstances.