

**PASCO COUNTY LIBRARY SYSTEM
POLICY MANUAL**

SECTION: PUBLIC SERVICE

POLICY TITLE: PROCTORING OF EXAMINATIONS POLICY

EFFECTIVE DATE: OCTOBER 2006

REVISED: JULY 2008

Library employees cannot be responsible for proctoring examinations, as their time is scheduled to support library services and programs. Students who wish to take exams in a Pasco Library System facility must arrange for an independent proctor. A list of qualified proctors may be available from the Board of Education or the examination agency.

The library reading room is not available for proctored examinations as this space is reserved for library services, including research, reading, study, and programs and does not offer appropriate conditions for taking examinations.

Library study rooms can be utilized for examinations on a first-come-first-served basis. No advance reservations will be taken for the study rooms. Should other patrons be using the study rooms, they will not be asked to vacate to allow use of the rooms for an examination. Library meeting rooms are not available for proctoring.

The Library will not fax or mail completed examinations. All costs for printing are at the student's expense.

The Library cannot provide a computer or electronic device for exclusive use of any kind. All policies regarding computer use, including any time-limits, apply equally to all library patrons, including students taking examinations.