**PROCTORING POLICY**

The Ida Public Library offers the service of proctoring examinations as a courtesy. No library card is required to use this service and there is no direct fee to the student.

Appointments must be scheduled at least 7 days prior to the date of the examination and the students are responsible for confirming the test materials have been received by the proctor.

In the event of an extenuating circumstance (such as illness) the student will make every effort to reschedule the exam and notify the proctor of the cancellation.

Exams are proctored in the Adult Department next to the Service Desk. Private rooms are not available for proctored exams.

Please contact the Circulation Manager or Assistant Director at 815.544.3838 to schedule a proctored exam.