

## **YARMOUTH TOWN LIBRARIES EXAM PROCTORING POLICY**

Yarmouth Town Libraries can proctor exams, subject to staff availability and the requirements of the school. Library staff are able to proctor while they are working at our public service desk and, therefore, cannot be exclusively responsible for direct supervision of an exam.

Students must arrange for the library to have exam instructions in advance of the scheduled test, should request the use of our computers if necessary, and bring any needed supplies.

You must read and fill out the Yarmouth Town Libraries Proctoring Guidelines Agreement and bring or email a copy to the Reference Department at least **two (2) business days** before you wish to take your exam. Please verify ahead of time that our proctoring conditions are acceptable to your school. A librarian will then coordinate with you to schedule your exam.

Contact Library staff to arrange an appointment with an available staff member.

To the extent that this policy conflicts with any collective bargaining agreement to which the Town of Yarmouth or the Dennis-Yarmouth School District is a party, said collective bargaining agreement will control.