# UTICA PUBLIC LIBRARY
# PROCTORING POLICY

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The Utica Library will proctor tests for patrons with the following provisions:

- The student must make an appointment to have the test proctored; no "drop-ins" will be honored.
- There must be two employees working at the time the test is being proctored.
- No internet tests will be proctored due to the length of many online tests and the small number of public computers available, unless the student provides his/her own laptop computer or tablet.
- Individual must be a resident of the City of Utica, MI.
- A $10.00 per test fee will be assessed for residents of the City of Utica. If applicable, a $5.00 fee per test will be assessed for shipping and handling.