

Proctoring Exams

Library staff will proctor exams for distance learning for local resident card holders and for persons who have purchased a HMMPL nonresident card, as staff time permits.

Students will be responsible for all costs associated with taking the exams including, but not limited to, postage, fax charges, and copying charges.

It will be the responsibility of the student to arrange for the educational facility to send the exam to the Library and to call and set up a time to take the exam. The Library is not responsible for ensuring that the student takes the exam by the due date.