



Proctoring Policy

The Aurora Public Library offers the service of proctoring tests and examinations to City of Aurora residents. Non-residents of the city will be charged a fee for this service.

Guidelines and Practices for Implementation:

This free service is only available to residents of the City of Aurora.

There is a \$30 nonrefundable fee for nonresidents requesting this service. In the event of a cancellation by the customer due to extenuating circumstances (such as illness) the proctor will make every effort to reschedule the exam.

This service is provided on an appointment basis and is currently available at the Santori Library, Eola Road Branch and West Branch locations.

Appointments must be scheduled at least 7 days prior to the date of the examination and any fees are due when the appointment is scheduled.

Approved by the Aurora Public Library Board of Directors December 21, 2016