Proctoring Policy

The Shelby Township Library provides examination proctoring services for written and online examinations as a service to Shelby Township residents.

1. Students must be Shelby Township residents with a library card in good standing.

2. At the time of the exam, students must furnish a government or school issued photo ID.

3. The student is required to complete the application for an appointment for proctoring and arrange to have test materials accessible. It is advised that students call the library prior to the test to make sure the necessary testing or login information has arrived. The examination can be mailed or emailed to the library.

4. The student should arrive promptly for the proctoring appointment with the items required for taking the test. Only items listed in the proctoring instructions will be allowed in the test area. The student is responsible for securing personal items before the test begins.

5. For online examinations, students are encouraged to bring their own laptops. It is the student's responsibility to ensure that their computer settings are compatible with the testing requirements. Library desktops and laptops can be borrowed within the library but it may not be possible to install special software or modify computer settings.

6. The library has a secure proctoring room in which the student may take their exam. The library will provide staff to schedule the exam, verify the student's photo ID, and certify that the student has taken the exam within a specified time. The library will not provide a staff member to continuously monitor the exam.

7. Library staff will deliver the completed exam/answer sheet either to the care of US Postal Service, or via fax or email to the responsible institution, but is not responsible for delivery beyond that point. The student is required to provide necessary postage for mailing exams to institutions.

Approved by Library Advisory Commission 01/18/2024
Adopted by Board of Trustees 02/07/2024

Student Portion:

I agree to abide by the terms of this proctoring agreement and understand that failure to do so will result in the cancelation of this agreement.

Last Name: _____ First Name: _____

Library Card #_____ Phone Number: _____

Exam Institution: _____

Course/Test Name: _____

Contact Information at Institution: _____

Signature: _____ Date: _____

Exam Should be Sent to:

Proctor Librarian
Phone: 586-739-7414
Email: Shelbylib@libcoop.net (subject line: Proctoring)
Mail: Shelby Township Library
            Attn: Proctor
            52610 Van Dyke Ave
            Shelby Township, MI 48316

Library Portion:

Exam Date: _____ Exam Time: _____
☐ Check and initial when room reservation has been made

Exam Received Date: _____ Librarian Initials: _____

Librarian (proctor) Name: _____ Date: _____

____ Completed Exam returned to Institution: Date: _____ Initials: _____

____ Incomplete Exam returned to Institution: Date: _____ Initials: _____