

EXAM PROCTORING POLICY

Purpose

The proctoring of examinations is a service offered by Auburn Hills Public Library for a fee. The Library will offer proctoring services based on the availability of personnel, facilities and technology to do so.

Eligibility

The Auburn Hills Public Library staff will proctor examinations for students. Exams must be started and completed within the hours of Library operation.

Scheduling Appointments

Exam proctoring appointments may be scheduled in person at the Adult Services desk or by calling (248) 364-6706 or emailing reference@auburn-hills.lib.mi.us. Proctoring appointments will not be scheduled on days that the Library is closed. As a public facility, the Library cannot guarantee an absolutely quiet environment for the examination process. However, the Library staff will make every reasonable effort to minimize unanticipated noise.

Fee

Proctoring services for persons that live or work in Auburn Hills will be available for a fee of \$15.00 per examination. Proctoring services for all others are available for a fee of \$30.00 per examination. Payment by cash, check or money order must be made prior to the exam being administered for proctoring services (at least seven days in advance).

Rules and Restrictions

To ensure that examinations are received from the institution in a timely manner, documents must be surface-mailed or emailed to the following contact address:

Auburn Hills Public Library
Attention: Adult Services Department
3400 East Seyburn Drive
Auburn Hills, MI 48326

Email Address: reference@auburn-hills.lib.mi.us

THE LIBRARY WILL NOT RECEIVE EXAM DOCUMENTS VIA FAX.

THE LIBRARY WILL ACCEPT EXAMINATIONS VIA EMAIL OR POSTAL SERVICE.

The Library reserves the right to refuse proctoring if the requirements exceed staff or facility capabilities. If necessary, once exam documents are received, Library staff will contact the student to

schedule a proctoring appointment. Students may re-schedule a proctoring appointment once. If a student requests additional re-scheduling, or fails to report to his/her scheduled appointment, the Library will return the student's exam documents to the sender.

The Library staff will proctor hard-copy examinations only. Online testing is not available. The requesting institution and the student are responsible for all return mailing supplies and costs of completed examinations. The Library will ship all completed exam documents to the appropriate distance education sites via the U. S. Postal Service only. Otherwise, the student may supply a pre-paid commercial courier package for return shipment. Library staff will contact the selected courier service to schedule a package pick-up from this facility. Return of the exam via email or fax is not available.

PHOTO IDENTIFICATION MUST BE PRESENTED PRIOR TO TAKING EXAMS

Students are responsible for adhering to all examination protocols and deadlines set forth by their instructors and/or their distance education sites.

I HAVE READ AND I UNDERSTAND THE LIBRARY'S EXAM PROCTORING POLICY.

NAME: _____ SIGNATURE: _____
(PLEASE PRINT) DATE: _____