

Proctoring Policy

Purpose

The Brandon Township Public Library offers exam proctoring at no charge to home-schooled students, postsecondary students and professionals taking licensing exams.

Procedure

Parties involved: Adult Services Department (ASD)

Regulations:

1. Student is responsible for:
 - a. Contacting the ASD before the exam completion date to make arrangements and receive instructions
 - b. Asking instructor to send the ASD the exam materials before the exam completion date
 - c. Confirming with the ASD that all exam materials have been received before the exam completion date
 - d. Providing a pre-paid envelope to ASD to mail in exam
2. Exam materials may be emailed to libservices@brandonlibrary.org or snail mailed to:

Exam Proctoring c/o Adult Services Dept.
Brandon Township Public Library
304 South Street
Ortonville, MI 48462

3. The proctoring process
 - a. Staff member on duty at the time of the exam proctors the exam
 - b. Staff member does not directly monitor while proctoring
 - c. Student takes exam at a table closest to the Adult Services desk
 - d. Student is responsible for following exam instructions
 - e. Exams are taken during the library's open hours
 - f. Exams must be completed before the library closes
 - g. ASD will return the exam by fax, email, or mail depending on the instructions from the instructor
 - h. Library is not responsible for exams lost in the mail, lost in transmission, or lost due to Internet or equipment issues
4. Using library computers for online exams
 - a. The library does not allow the installation of software necessary to complete any exams
 - b. Students may use their own laptops on the library's WiFi network if permitted by the testing institution

Approved: 8/19/2019

Brandon Township Public Library Board of Trustees