

# Proctoring Policy

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## 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: Public Services Staff (PSS)

Regulations:

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

Exam Proctoring c/o Public Service Staff  
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 and checks identification.
  - 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. PSS 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: 03/22/2022

Brandon Township Public Library Board of Trustees