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: 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 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