

CLARKSTON INDEPENDENCE DISTRICT LIBRARY

EXAM PROCTORING

Test Proctoring Guidelines

As a public service the Clarkston Independence District Library provides test proctoring

- Students must fill out and turn in a Proctoring Request Form
- Proctoring is free to residents of Clarkston and Independence Township
- A minimum of two days advance notice is required before any test will be proctored.
- All test requirements must be received from the issuing educational institution before any tests are taken. Exams can be received through the U.S. mail, email, fax, FedEx, UPS, etc.
- Students must schedule a time and date with the proctor. Appointments can be made in person or by phone.
- It is the student's responsibility to ensure that the examination and other required exam materials are sent to the proctor.
- Hours of availability to proctor exams may vary
- **Our Proctors only monitor students who we assign to a specified room. If your school requires a proctor to remain in the room at all times, we will be unable to proctor you.**
- The test must be completed 30 minutes before the library closes.
- At the time of testing, the student must provide current photo identification and the name on the identification must match the name on the testing materials.
- The library will proctor written (open or closed book), emailed, or online exams.
- The student or the examining institution must provide a return envelope and postage.
- If the student needs to cancel or reschedule their exam, they must contact the proctor. The library holds the right to refuse to reschedule an exam if not notified of cancellation.

Proctor Contact:

Evan Smale
Head of Adult Services
smalee@cidlibrary.org

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Proctoring Request Form

Last Name

First Name

Student #

Phone #

Email Address

Institution's Name

Institution's Phone #

Course Name

Course #

Instructor's Name

How will exam be administered?

ONLINE

PAPER

NOT SURE

I HAVE READ AND AGREE to the Proctoring Guidelines for Clarkston Independence District Library. I understand and agree to fulfill my responsibilities as the student and accept that the library reserves the right to refuse proctoring at any time should the Guidelines not be followed.

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Student Signature

Date