

Westland Public Library Proctoring Request Form

The Westland Public Library provides proctoring services for online exams as a FREE service to the community.

Guidelines

The student must request proctoring services by filling out this form and submitting it to the Reference Desk at least one week in advance of the desired test date. Proctoring services will be scheduled by appointment only during regular library hours and will be subject to the availability of authorized staff.

Exams must be scheduled so that the student has sufficient time to complete all requirements of the test, with the test being **completed** at least 30 minutes before the Library closes so that staff has enough time to complete their portion of the proctoring requirements. Exams may be cancelled or postponed if the testing materials are not received in time, require clarification, incur any expense, or otherwise exceed the Library's ability to comply with the institution's requirements. The student is responsible for having exams, instructions, passwords, etc. sent to the Library and to confirm that they have arrived at the Library. The student must show ID when they arrive for the exam.

Students may use their own laptop to take the exam at a study table, or in one of the Library's study rooms. It is the responsibility of the student to book a study room in advance or make sure that a study table is available at the time of the exam. The Library cannot provide proctoring if staff is required to be with the student during the entire exam. It is the student's responsibility to verify that the proctoring conditions provided by the Library meet all the requirements of the institution administering the exam. Library staff will not grade exams.

Alternatively, the student may use one of the Library's public computers and must adhere to the Library's Internet and Computer Use Policy. The student may use a library computer at no charge with a valid library card in good standing. Students without a library card may obtain a free guest pass. The student must know how to use the computer. Staff cannot provide computer training for taking the exam. It is the student's responsibility to know the testing institution's web address and how to login. The Library is not responsible for any computer malfunction, website failure, or power outage during the exam. The student must arrange for passwords to be delivered to the Library prior to testing time. Any faxing or printing fees are the responsibility of the student.

Name: _____

Phone Number: _____ Email: _____

Desired Test Date: _____

Institution: _____

Signature: _____

Please read, sign, and submit this form at least one week before the desired test date.



William P. Faust Public Library of Westland

www.westlandlibrary.org

(734) 326-6123

Attendance at a library program constitutes consent to be photographed for use in print and/or electronic publicity for the Westland Public Library

Staff Only-----Date Submitted: _____ Staff Initials: _____