



**Anchored in Excellence,  
Unlimited Horizons.  
Chesterfield Township Library:  
Your Cornerstone to  
Lifelong Learning**

50560 Patricia Ave.  
Chesterfield, MI 48051  
(586) 598-4900 (voice)  
(586) 598-7900 (fax)  
www.chelibrary.org  
proctor@chelibrary.org

The Chesterfield Township Library will proctor exams for residents and non-residents who are enrolled in distance learning programs.

There is a standard fee per test:  
\$10 for residents  
\$25 for nonresidents

The Library accepts cash, check, or credit cards.



# Request for Test and Exam Proctoring

**As the test-taker, it is your responsibility to:**

**Before you fill out this form:**

- Read the information on the back of this sheet and verify that the Library's capabilities for proctoring will meet your institution's requirements.

**Several days before your exam:**

- Call to verify that the Library has received the exam or passwords.

**Scheduling your exam:**

- Turn in the request form below at least seven days before you plan to take your exam.
- Allow sufficient time to take the exam before the deadline that has been established by your institution.
- For paper exams, allow 7-10 days for normal US Mail delivery or make other prepaid delivery arrangements to return the completed exam to your institution.
- For online exams, know the testing institution's web address and arrange for any needed passwords to be delivered to the Library prior to the testing day.
- Allow adequate time to complete the exam. Exams cannot be scheduled during the last hour the Library is open.

**On the day of the exam:**

- Bring the necessary amount of money to cover the proctoring fee. See info at left.
- Bring appropriate photo ID.
- Bring the necessary or required supplies to take the exam.
- Bring postage if the institution does not enclose a return, prepaid envelope, or bring money to cover the fax fee if your exam is to be returned that way.
- If the weather is bad, call the Library to verify that it will be open during your exam time.
- Show up at the agreed upon date and time for your proctoring session. The Library reserves the right to invalidate the exam without contacting the student if a testing appointment has been missed.

**After the exam:**

- Make sure that your professor or institution received the completed test.

I would like to request a proctoring session:

Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

I am a:

- Resident (\$10 fee)
- Non-Resident (\$25 fee)

I have read and agree to follow the Chesterfield Township Library proctoring guidelines.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## It is your responsibility to verify that the Chesterfield Township Library's proctoring services meet all the requirements of your university or institution.

1. The Library will proctor exams for individual students who have made advance arrangements. Only requests made seven days or more before the test date will be accommodated. Walk-ins or unscheduled proctoring requests will not be accommodated.
2. The Library will, whenever possible, waive the computer usage policy of one-half hour in cases when the exam takes longer.
3. The Library can receive and print exams via email. Send emails to [proctor@chelibrary.org](mailto:proctor@chelibrary.org).
4. The Library will not accept test materials more than 60 days before the test date, and will not keep copies of the completed exam materials unless specifically asked to by the instructor.
5. The Library will provide staff to schedule the exam, verify the student's ID, and certify the student has taken the exam within a specified time. It will not provide a staff member to continuously monitor the exam. Due to staff scheduling, a specific staff member may not be available on the day the exam is scheduled.
6. The Library can provide fax, printing, and photocopy services. The student is responsible for all fees associated with these services. Check with library staff for current fee structure.
7. The Library will return the completed exam to the testing institution via any prepaid method. It will not provide postage, envelopes, or expenses for returning the completed exam materials.
8. The Library cannot guarantee a private place for exams, or that the student has no access to materials or assistance.
9. The Library cannot provide tech support for test websites, or guarantee support will be available for computer hardware issues.
10. The Library will not grade exams or contact the testing institution to clarify procedural questions.
11. The Library will not submit special letters, make telephone requests, or submit staff credentials for review.
12. The Library cannot guarantee the correct material has been received by the Library or that completed exams will be received by the testing institution by a specific date. The Library will not return uncompleted exams to the institution.
13. The Library reserves the right to refuse proctoring if the requirements exceed staff or facility capabilities.

Name of the University or Testing Institution:

\_\_\_\_\_

How will the exam be returned to the institution?

- Online                       Fax
- E-mail                         U. S. Mail (requires 7-10 days)
- Other prepaid delivery: \_\_\_\_\_

Please remember, you are responsible for all fees and postages. See front.

### When would you like to take your exam?

Date: \_\_\_\_\_

Morning    Afternoon    Evening

Is your exam online?

Yes    No

Please note: due to staff and program scheduling, the Library cannot guarantee that you will get your first choice of testing date.