

## Proctor Services Request Form

Please fill out the following contact information to request proctoring services at the Roseville Public Library:

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

Phone number: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Testing Institution: \_\_\_\_\_

Phone number: \_\_\_\_\_

Are the exams written? \_\_\_\_\_

Will the institution notify you when the exam is sent? \_\_\_\_\_

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

Signature \_\_\_\_\_

Date \_\_\_\_\_



### ROSEVILLE PUBLIC LIBRARY

29777 Gratiot Avenue  
Roseville MI 48066  
586-445-5407  
E-Mail: [rsvlibrary@libcoop.net](mailto:rsvlibrary@libcoop.net)

Hours: Monday to Thursday 9:00 AM to 9:00 PM  
Friday and Saturday 9:00 AM to 5:00 PM  
(Closed Saturdays Memorial Day to Labor Day)

### ROSEVILLE PUBLIC LIBRARY

# Test and Exam Proctoring

"Explore The World @  
Your Library"



**Roseville Public Library**  
**29777 Gratiot Avenue**  
**Roseville MI 48066**  
**586-445-5407**  
**[www.rosevillelibrary.net](http://www.rosevillelibrary.net)**

## **SCOPE OF SERVICE**

In support of life-long learning, the Roseville Library will proctor exams for residents of the City of Roseville. It is the student's responsibility to verify that the proctoring conditions provided by the Library meet all requirements of the institution administering the exam.

### **THE STUDENT WILL:**

- Call to verify that the Library has received the examination.
- Bring appropriate photo ID to the Library on the scheduled exam day.
- Comply with the agreed upon test date and time for each proctoring session. The Library reserves the right to invalidate the exam without contacting the student if the appointment has been missed.
- Give the Library at least five days notice prior to taking the exam.
- Allow sufficient time to take the exam before the deadline that has been established by the institution or association. The Library will hold the tests for 1 week, or the test's stated deadline, whichever occurs first.

- Allow adequate time to complete the exam. Exams cannot be scheduled during the last hour the Library is open.
- Come prepared with the necessary or required supplies to take the exam.
- Call the Library during inclement weather to verify that the Library will be open during the specified exam time.
- Provide postage in the event that the institution has not enclosed a return, prepaid envelope.
- Allow 7-10 days for normal US Mail delivery or make other prepaid delivery arrangements to return the completed exam to the institution.
- Ascertain that the completed test was received by the testing institution. The Library does not keep copies of test materials after an exam has been taken unless specifically asked to do so by an institution.

### **THE LIBRARY IS ABLE TO:**

- Proctor written exams for individual students who have made advance arrangements.
- Provide staff to schedule the exam, verify the student's ID and certify that the student has taken the exam within a specified time.
- Return the completed exam back to the institution via any prepaid method.

## **THE LIBRARY IS NOT ABLE**

### **TO:**

- Accommodate requests for walk-in or unscheduled proctoring.
- 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.
- Guarantee that the student has no access to materials or assistance, as it will be unlikely that the librarian will be in the same room as the student.
- Contact the testing institution to clarify procedural questions, or return uncompleted exams to the institution.
- Grade exams.
- 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.
- Provide postage or envelopes for returning exam materials to the testing institution.
- Submit special letters, make telephone requests or submit staff credentials for review.

The Library reserves the right to refuse proctoring if the requirements exceed staff or facility capabilities.