

YPSILANTI DISTRICT LIBRARY EXAM PROCTORING

The Ypsilanti District Library provides exam proctoring. Students must fill out the proctor request form and read and agree to the following:

GUIDELINES

- Proctoring is available during regular library hours at our Whittaker Road location, 5577 Whittaker Road Ypsilanti MI 48197. Online exams to be taken in the computer training lab must be scheduled around library computer classes. The Library can provide a laptop upon request.
- The Exam Proctoring Service is available to all, provided the fee can be paid.
- The Proctoring fee is \$15.00 per exam, due at the time the exam is administered. The Library accepts cash, checks, and credit or debit payments.
- The library cannot guarantee that students will be observed at all times during exams.
- The proctor may be someone other than the person originally contacted by the student.
- One week advance notice is required for software installation on any Library equipment. The Library will notify the student if software installation is not possible on library equipment.
- Examinations not completed within 30 days of receipt will not be retained unless specific arrangements have been made by the student.
- The library is not responsible for retaining copies of past tests after the date requested by the examining institution.
- The library reserves the right to refuse proctoring if the guidelines are not followed and student responsibilities are not fulfilled.

STUDENT RESPONSIBILITIES

- Confirm with the school that library guidelines fulfill school proctoring requirements.
- Complete, sign and return the proctor request form. Return in person or via email to: ydlproctor@ypsilibrary.org
- Confirm that the library has received the exam.
- Schedule your exam with a librarian at least 48 hours in advance.
- Contact the library to cancel a scheduled test time. Tests missed without notice will not be rescheduled.
- Come prepared with appropriate I.D.
- Provide address and stamped envelopes for exams that need to be returned by mail.
- Relinquish personal laptops, cell phones, and all other materials not allowed during testing. A space will be provided to safely store these items.

YPSILANTI DISTRICT LIBRARY PROCTOR REQUEST FORM

LAST NAME

FIRST NAME

STUDENT #

PHONE NUMBER

EMAIL ADDRESS

SCHOOL NAME

INSTRUCTOR CONTACT INFORMATION

Please indicate if this is an online or paper exam

_____Online

_____Paper

Exam Deadline _____

I have read and agree to the Ypsilanti District Library Proctoring Guidelines. I understand and agree to fulfill my responsibilities as the student. I understand and accept that the library reserves the right to refuse proctoring at any time should the Guidelines not be followed or should I fail in completing my responsibilities.

STUDENT SIGNATURE

DATE

INFORMATION FOR STUDENTS

LIBRARY HOURS

Monday-Thursday 9AM TO 9PM
Friday- Saturday 10AM to 6PM
Sundays 1PM-5PM

LIBRARY ADDRESS

Ypsilanti District Library
5577 Whittaker Rd YPSILANTI, MI 48197

LIBRARY PHONE 734.482.4110 x 1377 (Ref Desk)

PROCTOR CONTACT EMAIL

ydlproctor@ypsilibrary.org