

# CLARKSTON INDEPENDENCE DISTRICT LIBRARY

## EXAM PROCTORING

### Test Proctoring Guidelines

As a public service the Clarkston Independence District Library provides test proctoring provided the following conditions have been met:

- Students must fill out and turn in a Proctoring Request Form
- A **minimum of one week** advance notice is required before any test will be proctored.
- Appointment availability is at the discretion of Library staff. Completing the request form does not guarantee that accommodations can be made
- Proctoring is free to residents of Clarkston and Independence Township
- 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.
- The test must be completed 30 minutes before the library closes.
- Student must provide photo identification at the time of testing. This 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 necessary.
- 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.