

Policy 420

Subject: Exam Proctoring

Reviewed: 10/15/2019

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Approved: 6/12/2023

The Library (AHPL) offers free proctoring services to persons who live, work, or attend a school in Auburn Hills. Student must contact a librarian to request proctoring service before any examination is sent to the library by their educational institution. Request can be made via the form on the library website; <https://www.ahplibrary.org/services/proctoring>

Guidelines for Proctored Tests:

- Library staff will proctor hard-copy tests only. Online testing is not available.
- Tests can be emailed by the instructor to reference@ahplibrary.org
- A librarian will contact the student when the examination and instructions arrive
- Tests must be received 48 hours prior to the requested exam date.
- All test requirements must be received from the issuing educational institution.
- Supply requirements for an examination are the responsibility of the student.
- The Library does not guarantee a quiet test area or offer monitoring for the exam.
- Students must adhere to all examination protocols set by their instructors.
- The student must supply a pre-paid envelope for return of the completed test.
- Upon request from the instructor, completed test can be scanned and emailed.
- Exams must be completed 30 minutes prior to Library closing.
- Students may re-schedule a proctoring appointment once.
- Proctoring is not available on days the Library is closed or on weekends.