

## Westland Public Library Proctoring Request Form

The Westland Public Library provides proctoring services for online exams as a FREE service to the community.

**Please read, sign, and submit this form at least one week before the desired test date.**

### Guidelines

- Proctoring services will be scheduled by appointment only during regular library hours and will be subject to the availability of authorized staff.
- The student is responsible for having exams, instructions, passwords, etc. sent to [danielle.hansard@westlandlibrary.org](mailto:danielle.hansard@westlandlibrary.org) three days prior to the test date.
- Exams must **completed** at least 30 minutes before the Library closes so that staff has enough time to complete their portion of the proctoring requirements.
- Exams may be cancelled or postponed if the testing materials are not received in time, require clarification, incur any expense, or otherwise exceed the Library's ability to comply with the institution's requirements.
- Students may use their own laptop to take the exam at a study table, or in one of the Library's study rooms. It is the responsibility of the student to book a study room in advance or make sure that a study table is available at the time of the exam.
- **The Library cannot provide proctoring if staff is required to be with the student during the entire exam.**
- It is the student's responsibility to verify that the proctoring conditions provided by the Library meet all the requirements of the institution administering the exam.
- Library staff will not grade exams.
- The Library is not responsible for any computer malfunction, website failure, or power outage during the exam.
- Any faxing or printing fees are the responsibility of the student.

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

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

Desired Test Date: \_\_\_\_\_

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

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



William P. Faust Public Library of Westland

[www.westlandlibrary.org](http://www.westlandlibrary.org)

(734) 326-6123

Attendance at a library program constitutes consent to be photographed for use in print and/or electronic publicity for the Westland Public Library

Staff Only-----Date Submitted: \_\_\_\_\_ Staff Initials: \_\_\_\_\_