

# SPRINGFIELD TOWNSHIP LIBRARY PROCTORING EXAMINATIONS POLICY

## POLICY STATEMENT

As a community service, the Springfield Township Library will provide proctoring services.

## REGULATIONS

1. The student must contact a Reference Librarian or the Library Director, [by filling out a Proctor Request Form](#), to request proctoring service before any examination is sent to the library by the student's educational institution or potential employer. The library requires the student's name, telephone number, and email address at that time.
2. Examinations not taken after one month will be discarded.
3. The student is responsible for having the examination and instructions sent to the library after talking with a Reference Librarian or the Library Director. The student is responsible for timely receipt of the examination and instructions.
4. The library will accept examinations via email or postal service. The library reserves the right to refuse proctoring if the requirements exceed staff or facility capabilities.
5. Test date and time must be agreed to by a Reference Librarian or the Library Director and will occur during regular library hours (Monday-Saturday) and should not exceed four hours. Exams can be scheduled no earlier than 15 minutes after the library opens and can end no later than 30 minutes before the library closes. Students must schedule their exam at least 48 hours in advance. If the student fails to comply with the agreed upon test date and time for each proctoring session, a librarian may return the examination to the sender. Tests missed without notice will not be rescheduled.
6. Supply requirements for an examination are the responsibility of the student as well as stamped envelopes for exams or signed forms that need to be returned by mail.
7. The library does not guarantee a quiet test area, continual monitoring for the entire examination period or a specific library staff member's service.
8. The library staff is responsible to deliver the completed examination into the care of the US Postal Service but is not responsible for delivery beyond that point.

## **INFORMATION FOR STUDENTS**

### **LIBRARY HOURS**

Monday: 10 AM – 8 PM

Tuesday: 10 AM – 8 PM

Wednesday: 12 PM – 8 PM

Thursday: 10 AM – 8 PM

Friday: 10 AM – 6 PM

Saturday: 10 AM – 4 PM

Sunday: CLOSED

### **LIBRARY ADDRESS**

12000 Davisburg Road

Davisburg, Michigan, 48350

### **LIBRARY PHONE NUMBER**

248-846-6550

### **PROCTOR CONTACT**

Reference Librarians: [reference@springfield.lib.mi.us](mailto:reference@springfield.lib.mi.us)