Exam Proctoring Guidelines

Commerce Township Community Library provides test proctoring as a complimentary service to the residents of Commerce Township. In order to provide this service the student must provide proof of residency of Commerce Township and must adhere to the test proctoring guidelines outlined below.

Request proctoring service by email at proctor@commercelibrary.info. Please be sure to include the following information: your name, contact information, instructor's name, and name of school/institution/university.

Note - All tests will be scheduled at the convenience of the proctor regardless of testing deadlines etc.

We cannot accept examinations received without advance notice and contact information.

Student Responsibilities

1. Read and agree to the conditions of the exam proctoring guidelines.
2. Provide proof of residency of Commerce Township (drivers license, utility bill etc.).
3. Make arrangements with the proctor allowing adequate time for the proctor to receive the exam from the testing institution and then schedule a time to take the exam. It is also the student's responsibility to contact the proctor to verify that the exam has been received.
4. If the testing institution requires a signed proctor's verification form before the exam is sent, email proctor@commercelibrary.info to make arrangements for the proctor to sign the form in person. Library staff will not sign a proctor's verification form attesting to more than the staff is able to do.
3. Verify that the proctoring conditions provided by the library meet all requirements of the institution administering the exam.
4. Student must bring all supplies needed for the test (e.g. pencils, pens).
5. Arrange to have the examination and instructions sent to the library via email to proctor@commercelibrary.info or mail to:

Proctor - Adult Services Department
Commerce Township Community Library
180 E. Commerce Rd.
Commerce Township, MI 48382

If the exam is to be returned by mail please supply a pre-addressed, postage-paid envelope. If the exam is emailed to the library, the student pays the cost of printing out the exam at 10 cents per page.
5. Proctoring service is scheduled at the convenience of the administrating proctor. The exam date and time must be scheduled during regular library hours and completed in the library. Exams should not exceed three hours in duration.

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Testing Institution/Agency/School Responsibilities

Review and approve these proctoring guidelines.
Clearly supply the name of the institution or agency sending the exam, full name of the exam taker, the complete exam, and detailed instructions for the proctor on administering the exam.

Testing Environment

1. The library does not have a private room for exam taking.
2. The library will attempt to honor a request for an online exam. However, the library and the library staff are not responsible for difficulties arising from library computers, or Internet connection issues. The student should be aware of their testing institution's website, their login procedures, test submission process, and any other required login information such as passwords.
Please note: The library's Internet timing software limits a computer session to two hours. The student will need to make arrangements with the proctor prior to taking the exam to extend the time limit if the exam is expected to take longer than two hours.

Testing Procedure

1. On the day of the exam, the student will be asked to show photo identification for verification and provide proof of residency of Commerce Township. The student should also arrive for the examination with pens, pencils, and any other allowable supplies.
The library does not supply calculators, paper etc.
2. The proctor will monitor and abide by the time limits.
3. The student will honor all rules required by your examining institution.
4. The library does not supply or retain copies of finished exams or grade examinations.
5. If exams are to be returned by mail to the testing institution, please supply a pre-addressed, postage-paid envelope. Library staff is unable to honor requests requiring special trips to the Post Office, FedEx or UPS.
6. If exams are to be faxed to the testing institution, the exam must be easily faxed (no two-sided exams or booklets) and the student pays the fax charge (1 dollar per page).

For any questions regarding these guidelines please email
proctor@commercelibrary.info