

**Coleman Area Library**  
**111 First St., P.O. Box 515**  
**Coleman, MI 48618**  
**Examination Proctoring Services - Application Form**  
colemanarealibrary@gmail.com (989) 465-6398

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone Number \_\_\_\_\_ E-mail \_\_\_\_\_

Name of Institution \_\_\_\_\_

Requested Exam Date(s) \_\_\_\_\_

Requested Exam Time (s) \_\_\_\_\_

Length of Examination \_\_\_\_\_

I have reviewed the Examination Proctoring Services Policy. By signing below, I agree to the following rules for taking an examination monitored by a staff member of the Coleman Area Library.

1. I agree to pay a \$20.00 **CASH** proctoring fee to the library with this application. I assume responsibility for all other exam-related costs incurred by the library, such as postage, photocopying or other expenses. I understand that the library **will not** administer the examination prior to payment.
2. I am responsible for contacting my instructor to send testing materials to the Proctoring Staff at [colemanarealibrary@gmail.com](mailto:colemanarealibrary@gmail.com).
3. I understand that proctoring services are available during regular library hours, depending on the availability of personnel and facilities. Tests must be completed 60 minutes before the library closes.
4. I understand that the library is not responsible for tests that do not arrive on time, those that are interrupted by library emergencies, power failures, weather issues, etc., or for completed exams once they leave the library's possession.
5. I will arrive for the examination at the scheduled time and date. If I do not arrive at the designated time, I understand that the test will not be rescheduled, and I will forfeit all fees that I have paid.
6. I understand that I must provide a current photo I.D. to library staff before the exam.
7. I agree to follow all instructions of the library staff member regarding the examination.

\_\_\_\_\_ Signature & date

**FOR LIBRARY USE ONLY**

Exam Date: \_\_\_\_\_

Exam Time: \_\_\_\_\_

**COLEMAN AREA LIBRARY**  
**111 First St. P.O. Box 515**  
**Coleman, MI 48618**  
**Examination Proctoring Service Policy**

## **Fees**

Proctoring services are available for a fee of \$20.00 per examination (up to three hours). Payment by CASH only must be made at the time of application for proctoring services (at least seven days in advance). All costs related to the examination such as postage for mailing the examination, answer sheets, or photocopying are the responsibility of the student and must be paid prior to the return of the examination to the testing institution.

## **Application**

Applications are available at the desk or may be downloaded from our website by visiting: [www.ColemanLibrary.org](http://www.ColemanLibrary.org) then navigating to About Us > FAQ > How can I have my exam proctored?

Completed applications with all required attachments including fees, should be received at the front desk at least seven days in advance to ensure desired examination times. To ensure that the library is able to comply with testing requirements, a completed application must include the testing requirements.

## **Scheduling Appointments**

Proctoring services will be scheduled by application, subject to the availability of authorized staff. Due to the summer programming, no proctoring will be conducted during the months of **June, July or August.**

Appointments will be scheduled during regular library hours when there is sufficient staff. The library staff will do its best to meet the scheduling needs of the student.

Examinations must be scheduled such that students have sufficient time to complete all exam requirements 60 minutes prior to the library's scheduled closing time. The library will not allow a student to complete an exam after the library's designated closing time.

If a student does not appear for an appointment, library staff will not reschedule the exam. All fees paid will be forfeited.

## **Examination Rules and Restrictions**

When the library agrees to proctor an examination, it is obligated to follow the instructions and rules of the institution. Students must follow all instructions of the library staff regarding the examination. At this time we cannot provide proctoring for examinations that require unusual or stringent proctoring guidelines (e.g., downloading software onto library computers, examinations that require multiple timed sections, etc.) nor can we provide a private area for online examinations.

To confirm exam appointments, please contact library staff at 989-465-6398.