

Free test proctoring services are available for students (defined as someone testing for a High School or University class) at Bacon Memorial District Library. There is a charge of \$12 per exam for the library to proctor any other type of exam.

**For Students:**

The Library offers proctoring during regular library hours on the following days and times:

Monday- Thursday 10am-7pm  
Friday & Saturday 10am-3pm

The Library will proctor either written or online exams. A librarian will be scheduled to proctor all exams. However, the proctor who begins supervising the exam may be replaced by another proctor before the exam is over. The librarian will not be able to observe the student at all times. Proctors will enforce any time limits or other rules set forth in exam materials but will not sit with the student for the length of the exam. If this is not acceptable, the student and institution should make arrangements for other proctoring options.

It is the responsibility of the student to contact the Library and make an appointment to take the test. Appointments can be made in person, by phone, or by email. Tests must be completed before the library closes.

**For All Other Types of Proctoring:**

The Library offers proctoring during regular library hours on the following days and times:

Monday-Thursday 10am-7pm  
Friday & Saturday 10am-3pm

The Library will only schedule one person to test per hour due to availability of public computers. Testing times must be scheduled in advance by calling the library and speaking with a librarian. If a requested time is unavailable, a new time will have to be selected by the requesting agency. Requests for testing made via phone or email after library hours or on days the library is closed will not be added to the library's proctoring schedule.

The agency requesting proctoring is responsible for sending a confirmation notice including the name of the person taking the exam, login information, and the day and time scheduled for testing to all full time librarians on staff once an exam has been scheduled. Librarians will not contact requesting agencies if the needed login information has not been sent to staff or is incorrect. This will be the responsibility of the person scheduled to take the exam.

As of October 1, 2016, a \$12 fee will be charged to the requesting agency for each exam that is scheduled. Payment must be received by the library once the exam has been scheduled. If for any reason a person does not appear to take their exam, the exam fee will not be refunded. Additionally, cancelations will not be refunded. Should an exam time need to be rescheduled, there will not be an additional charge for changing times and/or days.

There are two available options for sending payment to the library. The first is to send a check made out to "Bacon Memorial District Library"; address is 45 Vinewood, Wyandotte, MI 48192. The second is to send payment to the library's PayPal account which can be accessed via the "donate" button located on the library's website: [baconlibrary.org](http://baconlibrary.org)  
Please indicate the name of the person scheduled to take the exam when submitting payment.

Any agency requesting to use Bacon Memorial District Library for proctoring services must agree to abide by the above conditions. Any violation of the above conditions will result in the library ceasing to proctor exams for that particular agency.