Michigan Libraries Exam Proctoring List 2017-2018

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| **Library** | **Offers  Proctoring** | **Fee (if any)** | **Phone Number/Contact Info** | **Other Information** |
| Albion District Library | Y |  | (517)-629-3993 | Only for GED through Pearson |
| Allen Park Library | Y | Free | (313)-381-2425 | Must work around staff schedules |
| Auburn Hills Public Library | Y | $15 for residents or employees of Auburn Hills.  $30 everyone else | (248)-364-6706  reference@auburn-hills.lib.mi.us | Hard copy only. No online exams. Must be started and completed during library’s hours. Must make an appointment at least a week in advance. Exam must be mailed to:  **Auburn Hills Public Library Attention: Adult Services Department 3400 East Seyburn Drive Auburn Hills, MI 48326**  Or use provided email address. Photo ID required. No online exams |
| Baldwin Public Library | Y | $20 for residents $30 for nonresidents | (248)-647-1700 Paul Gillan (248)-554-4683 | Must set up an appointment in advance. Must talk to Paul Gillan. |
| Bad Axe Public Library | Y | Free | (989)-269-8538 |  |
| Bay County Library System | Y | Free | (989)-894-2837 |  |
| Belleville Area District Library | Y | Free for district residents.  $25 for non-residents. | (734)-699-3291 | By appointment only. |
| Berkeley Public Library | Y | $10 for residents  $20 for non-residents | (248)-648-3440 |  |
| Canton Public Library | N |  | (734)-397-0999 |  |
| **Library** | **Offers  Proctoring** | **Fee (if any)** | **Phone Number/Contact Info** | **Other Information** |
| Caro Area District Library | Y | $5 per test | (989)-673-4329 | Must make an appointment a week in advance. |
| Clarkston Independence District Library | Y | Free | (248)-625-2212 | Residents only |
| Cheboygan Area Public Library | Y | Yes | (231)-627-2381 | Not offered as library service. Names of proctors provided at request. There will be a fee. |
| Chelsea District Library | Y | Free | (734)-475-8732 ksulecki@chelseadistrictlibrary.org | Must schedule an appointment in advance. Must talk to Keegan Sulecki. |
| Comstock Township Library | Y | $10 per test for residents  $25 per test non-residents | (296)-345-0136 | All library fees must be paid prior to testing. Patton must be in good standing with the library. |
| Commerce Township Community Library | Y | Free | (248)-669-8108 | Must be a resident. Must schedule an appointment in advance. |
| Constantine Township Library | Y | Free | (269)-435-7957 |  |
| Crawford County Library | Y | Free | (989)-348-9214 |  |
| Cromaine District Library | Y | Free | (810-)-632-5200 |  |
| Dearborn Public Library | Y | $10 per exam for residents $25 per exam for non-residents | (313)-943-2330 | Must fill out online form <http://dearbornlibrary.org/wordpress/exam-proctoring-2/>  Only available at the Henry Ford Centennial Library Location. |
| Dearborn Heights  (JFK) Library | Y | Free | (313)-791-6050 | Must be a resident. |
| East Lansing Public Library | N |  | (517)-351-2420 |  |
| **Library** | **Offers  Proctoring** | **Fee (if any)** | **Phone Number/Contact Info** | **Other Information** |
| Farmington Community Library | N |  | (248)-553-0300 |  |
| Ferndale Area District Library | Y | $10 per exam | (248)-546-2504 | Residents only. |
| Flat Rock Public Library | Y | Free | (734)-782-2430 | If test is computerized, must use public computer. |
| Fowlerville District Library | Y | $10 per test. Plus costs incurred for receiving or returning tests (e.g. printing, postage or faxing) | (517)-223-9089 | Must schedule an appointment at least two weeks in advance. Exam must be taken during library hours. Library cannot provide direct in-room supervision of the student during the test. The Library will conform to the testing institution's conditions for proctoring to the extent possible under normal staffing schedules. It is the student's responsibility to follow up with the institution to ascertain that the test was received. The Library will not keep copies of test materials. |
| Garden City Public Library | Y | $20 per hour per person | (734)-793-1830 | Charge for however many hours exam will last. (i.e. if exam takes 3 hours and student finishes in 2, must still pay 3 hour fee) |
| Glen Lake Community Library | Y | Free | (231)-326-5361  info@glenlakelibrary.net |  |
| Grosse Pointe Public Library | Y | Free | Kim Hart (313)-343-2325 khart@gp.lib.mi.us | Must schedule an appointment at least 5 days prior to test. More info: <http://www.gp.lib.mi.us/wp-content/uploads/2013/05/Proctor-Policy.pdf> |
| Hamburg Township Library | Y | Free | (810)-231-1771 |  |
| **Library** | **Offers  Proctoring** | **Fee (if any)** | **Phone Number/Contact Info** | **Other Information** |
| Hazel Park District Library | Y | $20 per exam | (248)-546-4095 |  |
| Homer Public Library | Y | Free | (517)-568-3450 |  |
| Houghton Lake Public Library | Y | Free | (989)-366-9230 |  |
| Howard Miller Public Library | Y | $5.00 plus cost for mailing or faxing | (616)-772-0874 | Must schedule an appointment at least 1 week in advance. |
| Howe Memorial Library | Y | Free | (989)-842-3202 |  |
| Howell Carnegie Library | Y | Free | (517)-546-0720 | District residents only. Must schedule an appointment at least 1 week in advance. |
| Lincoln Township Public Library | Y | Free | (269)-429-9575 | Must schedule appointment in advance. |
| Livonia Civic Center Library | Y | $10 for residents  $25 for non-residents | Ref. Desk (734)-466-2490  (734)-466-2485 nlomas@livoniapubliclibrary.org | Must schedule a session. |
| Lyon Township Public Library | N |  | (248)-437-8800 |  |
| MacDonald Public Library | Y | $10 per exam for residents  $25 per Exam for non-residents | (586)-725-0273 | Must schedule appointment a week in advance, payment (along with photo ID and contact information due at time). Test must be during library hours and not exceed 4 hours. Library does not provide laptops for online exams. |
| Madison Heights Public Library | Y | Free | (248)-588-7763 | Residents only. Will not do one-on-one proctoring. (i.e. attention will not be on the student 100% as proctor will be working) |
| Manchester District Library | Y | Free | (734)-428-8045 |  |
| Menominee County Library | Y | Free | (906)-753-6923 | Can be set up by student or instructor. Taken on a case by case basis. |
| **Library** | **Offers  Proctoring** | **Fee (if any)** | **Phone Number/Contact Info** | **Other Information** |
| Milford Public Library | Y | $5.00 per test | (248)-684-0845 ex. 303  [kboughey@milfordlibrary.info](mailto:kboughey@milfordlibrary.info) | Must be a resident. Must contact Karin Boughey in advance to make arrangements. |
| Northville District Library | N |  | (248)-349-3020 |  |
| Novi Public Library | N |  | (248)-349-0720 |  |
| Peter White Library | Y | $30 per exam | (906)-228-9510 | Fee stop at  $100.00/class/semester if the student has more than three exams. |
| Petoskey District Library | Y | Free | (231)-758-3100 |  |
| Plymouth District Library | Y | Free | (734)-453-0750 | Must be a resident or employee of Plymouth or Plymouth Township. |
| Pontiac Public Library | Y | Free | (248)-758-3942 |  |
| Presque Isle District Library | Y | Free | (989)-734-2477 | Must call in advance for a testing time. |
| Redford Township District Library | Y | Free | (313)-531-5960 | Residents only. |
| Rochester Hills Public Library | Y | Free but must pay for postage if exam is mailed. | (248)-656-2900 | Must be a resident and have a library card. Must register each semester with the Outreach Services Department prior to having exams mailed to the library. May register on the phone, on-line or in person. Appointments to take an exam will be scheduled after the testing material has been received. Appointments must be scheduled a week in advance. For more information: <http://rhpl.org/i-am/student/proctoring-exam-policy> |
| Romeo District Library | Y | Free | (586)-752-0603 |  |
| **Library** | **Offers  Proctoring** | **Fee (if any)** | **Phone Number/Contact Info** | **Other Information** |
| Romulus Public Library | Y | $10 for Romulus and Huron Township residents and $25 for all others. Must also pay for printing and faxing. | (734)-942-7589 | Must request proctoring via form (available online and at library). Must schedule an appointment at least a week in advance. Exam must be completed during library hours. For form and more information: <http://www.romuluslibrary.org/using-the-library/examination-proctoring-policy/> |
| Roseville Public Library | Y | Free | (586)-445-5407 | Must be a resident. |
| Salem/South Lyon District Library | Y | Free, but must pay $5 for mailing fee (if paper) | (248)-437-6431 | Must call ahead. Computer can be provided (if necessary). |
| Southgate Veterans Memorial Library | Y | Free | (734)-258-3002 |  |
| Spring Lake District Library | Y | Free, but must pay for any printing | (616)-846-5770 |  |
| Springfield Township Library | Y | Free | (248)-846-6550 | Must schedule via form available at www.springfield.lib.mi.us |
| St. Charles District Library | Y | Free | (989)-865-9451 |  |
| St. Ignace Public Library | Y | Free | (906)-643-8318 |  |
| T.A. Cutler Memorial Library | N |  | (989)-681-5141 |  |
| Traverse Area District Library | Y | Free but will accept donation. Students responsible for postage/UPS fees. | (231)-932-8500 | No VUE testing. Must be during regular library hours. |
| **Library** | **Offers  Proctoring** | **Fee (if any)** | **Phone Number/Contact Info** | **Other Information** |
| Trenton Veterans Memorial Library | Y | $10 per test for residents  $20 per test for non-residents | (734)-676-9777 | Must schedule the appointment at least one week in advance. No same day requests. |
| (City of) Sterling Heights Public Library | N |  | (586)-446-2665 |  |
| Waterford Township Library | Y | Free | (248)-674-4831 | Preferably residents only. |
| White Cloud Community Library | Y | Y | (231)-689-6631 | Must schedule an appointment in advance. |
| White Lake Community Library | Y | Y | (231)-894-9531 |  |
| White Lake Township Library | Y | Free | (248)-698-4942 | Must have exam sent from college/university.  Must schedule an appointment in advance.  If exam is online, library will provide laptop. |
| West Bloomfield Township  Public Library | N |  | WBT (248)-682-2120  Branch |  |
| Windsor Charter Township (Dorothy Hull)  Library | Y | Free | (517)-646-0633 | Must make an appointment in advance. |

\*\*\***Schoolcraft Community College will not offer proctoring anymore until (at least) Winter 2018 due to construction. (734)-462-4806**

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questions/updates- soleary@novilibrary.org