

Exam Proctoring Policy October 2017

The Lansing Public Library provides proctoring services to all SWAN patrons who have a valid library card. Please read through the guidelines established for you.

If you need to arrange to have an exam proctored, please contact the Information Desk either in person or by telephone at 708-474-2447 x109 or email infodesk.lansingpl@gmail.com before you have your school send the exam.

Students should contact the Info desk before arriving to take a test to be sure that the library has received the test.

Picture ID is required for all exams.

The proctor will be the staff person on duty at the Information Desk at the time of the exam, not necessarily the proctor coordinator. The staff person will attend to desk duties and other patrons while proctoring.

If possible we will provide a quiet study room for you to take your exam. If a room is not available a table near the information desk will be provided. We are not able to supervise you during the entire exam. If the institution requires direct supervision during the entire exam, we will be unable to proctor the exam, nor can we sign any form stating this. It is the student's responsibility to convey this policy to the examining institution.

Exams are administered by appointment only and at least 48 hours in advance. Tests will be taken during the library's open hours from Monday through Saturday. Exams must be completed 30 minutes before the library closes. Scheduling for your exam will depend upon the availability of the Information staff. Unscheduled exams cannot be accommodated.

The library can accommodate print and online exams. We are not able to install any software, run any executable files, or disable any features of our network to accommodate your test. The student is responsible for finding out if any special conditions exist for online testing, and for arranging and verifying the delivery of print exams. We are not able to proctor any exam that requires grading or feedback on the part of the library.

The library cannot guarantee that technical problems will not occur when using the library's network or its computers.

Exams will be mailed and/or scanned back to the school within 24 hours. The library is not responsible for US mail service delays and does not provide a receipt of mailing.

Exams that have not been taken within 4 weeks of receipt at the library will be mailed back, blank, to the school.