

Exam Proctoring

The Lansing Public Library provides exam proctoring services to all SWAN patrons with a valid library card. The library can accommodate print and online exams. The library is not able to install any software, run any executable files, or disable any features of our network to accommodate your test. We cannot guarantee that technical problems will not occur when using the library's network or its computers. 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. All exam rules will be enforced. Staff reserve the right to terminate an exam if any rule is being violated.

Exams are administered by appointment only and must be made at least 48 hours in advance. Unscheduled exams cannot be accommodated. Appointments are during regular library hours Monday through Saturday and must conclude thirty (30) minutes before the library closes. Exam proctoring may be administered by any Info Desk staff. Staff will attend to desk duties and other patrons while proctoring. Staff cannot provide direct supervision throughout the entire exam. If possible, the library will provide a study room for the duration of the exam. If a study room is not available, a table near the Info Desk will be provided.

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