Test Proctoring Procedure

The Salem-South Lyon District Library provides test proctoring service to the public at no charge.

1. Proctoring service is scheduled at the convenience and discretion of the Library Administration. The test date and time must be scheduled during regular library hours and completed in the library.
2. The Library reserves the right to refuse proctoring service if the requirements exceed staff or facility capabilities.
3. The student must contact the Library to request proctoring service before any examination is sent to the library by the student's testing institution. Each test date and time must be agreed to and confirmed by the staff member coordinating the Library's proctoring service before a test can be administered. If the student fails to comply with the agreed upon test date and time for each proctoring session, the Library may return the examination to the sender.
4. The student is responsible for having the examination and instructions sent to the Library and the timely receipt of the examination and instructions. It is also the student's responsibility to contact the Library to verify that the exam has been received. The Library cannot accept examinations received without advance notice.
5. Examinations not taken after three months will be discarded.
6. The Library does not guarantee a quiet test area, continual monitoring for the entire examination period, use of a laptop computer or a specific library staff member's service.
7. Students must bring all supplies needed for the test (i.e. calculators, pencils, pens, etc.).
8. Postage to return the examination is the student's responsibility. The library staff is responsible to deliver the completed examination into the care of the US Postal Service but is not responsible for delivery beyond that point.