

POLICY 4.12

BIBLIOTHÈQUE PUBLIQUE DU CANTON DE RUSSELL TOWNSHIP OF RUSSELL PUBLIC LIBRARY



Type of policy :	Operational policy
Policy Title :	Exam Proctoring Policy
Policy number :	4.12
Approval date :	November, 2015
Dates of modifications:	
Date of next review:	2018

STATEMENT OF PURPOSE

The Library is committed to supporting the lifelong learning goals of the community through its vision statement. To support these goals, the Library may offer exam proctoring services to any person enrolled in a study program that requires students to complete examinations under the supervision of an approved proctor.

GUIDELINES

1. APPLYING FOR EXAM PROCTORING
 - 1.1 Exam proctoring requests must be submitted to the Branch Head who is responsible for the approval of the request and the scheduling of the appointment.
 - 1.2 A minimum of two weeks advance notice is required before any exam is proctored.
 - 1.3 Re-scheduling of appointments is subject to the Library's approval.
2. FEES FOR EXAM PROCTORING
 - 2.1 Proctoring is offered FREE of charge to Township residents and taxpayers unless the educational institution, association or company is paying the Library directly for the proctoring services.
 - 2.2 Proctoring is offered to non-residents for a fee of \$35 per student per exam.
3. CONDITIONS OF EXAM PROCTORING
 - 3.1 Examination proctoring is offered at all library branches.
 - 3.2 Provision of the service is subject to the availability of staff and resources.
 - 3.3 The Library will not proctor exams that students bring in themselves.
 - 3.4 It is the student's responsibility to ensure that the service provided by the Library meets the requirements of the institution or company and to ensure that exams are received in time for the scheduled appointment.
 - 3.5 The Library will not provide reminders or notifications for an approved exam. It is the responsibility of the student to arrive in time to start the exam.

- 3.6 The Library accepts no responsibility for any charges involved in proctoring such as photocopying or mailing charges. Any such costs are borne by the student taking the exam and must be paid before the exam commences.
- 3.7 The student is required to present a valid picture I.D. at the time of the exam.
- 3.8 Students should be aware that exams may be conducted in an open area and may not provide a distraction-free setting.
- 3.9 The Library reserves the right to substitute a proctor in the event of the original proctor's absence.
- 3.10 The Library does not guarantee that the student will be monitored continuously during the exam.
- 3.11 The Library will not sign a proctoring verification that attests to more than the staff member has been able to do.
- 3.12 The Library will not be liable for any missing items, papers, samples or other documents related to the exam.
- 3.13 The student will advise the Library in advance if the use of a Library computer is required for the exam. If Internet access is required, the Library's Internet Services Policy will apply.
- 3.14 The student must provide all other supplies required to take the exam.
- 3.15 The Library is not responsible for unforeseen interruptions of the test due to loss of power, Internet access services, or other technological problems.
- 3.16 The Library is not be responsible for any delayed tests, nor for any completed tests once they leave the library's possession and have been mailed back to the educational institution, association or company.