

**TEMISKAMING SHORES PUBLIC LIBRARY BOARD
POLICY**

SUBJECT: Proctoring Tests and Exams
APPROVAL DATE: June 18, 2015
REVIEW DATE: 2nd quarter, 2019

POLICY NO: Facilities-8
MOTION NO: 2015-20

Purpose and Scope

Temiskaming Shores Public Library is committed to supporting the lifelong learning goals of the Temiskaming Shores community through its mission statement. To support these goals, the Library may proctor exams for any person enrolled in post-secondary study requiring students to complete examinations under the supervision of an approved proctor.

Fees

There is a flat fee of \$50/per student per exam proctored. Only cash or cheques are accepted. Fees must be paid at the time of registration. 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. Cancellation of the exam with less than 24 hours' notice will result in the forfeiture of the fee. In the event that a prepaid envelope is not provided then the library will use Canada Post or Purolator to return the item at the student's cost.

Availability

All full-time librarians are able to proctor exams, as allowed by their work schedule. Tests must be scheduled with the proctor a minimum of one week in advance. Tests will be scheduled during the proctor's regular work hours. Provision of the service will be subject to availability of staff and resources.

Policy Statement and Guidelines

- A minimum of three weeks advance notice is required before any exam is proctored. The examination package must be sent from the issuing institution directly to the library one week prior to the exam date. The Library reserves the right to refuse the request if conditions set by the issuing institution cannot be met. The Library will not provide reminders or notifications to the student for an approved exam.
- The student is responsible for contacting the educational institution and having exam materials sent to the proctor. This includes instructions and passwords for online exams. Students are responsible for letting the proctor know what software, including version, is required to complete an online exam. The Library may not be able to accommodate all software requests.
- Re-scheduling of appointments is subject to the Library's approval.

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- The student will be required to provide a valid picture ID at the time of the exam.
- The Library will provide a distraction-free space, but does not guarantee that the student will be monitored continuously.
- The Library will not be liable for any missing items, papers, samples or other documents related to the exam.
- The student must provide any supplies required to take the exam.
- The Library is not responsible for unforeseen interruptions of the test due to Library emergencies, loss of power, Internet service, or other computer problems.
- The student is responsible for ensuring that they have allowed sufficient time to write any exam.
- The Library will not be responsible for any delayed tests, nor for any completed exams once they leave the Library's possession and have been sent back to the educational institution.
- Exams that students have brought in themselves cannot be proctored.
- The Library will not accommodate an exam if it cannot meet conditions outlined by an institution. It is the student's responsibility to ensure Library proctors are acceptable under their institution's examination policies.
- Proctors will enforce any time limits that are placed on the exam, as well as other rules set forth in the examination materials. The possession of cell phones and other devices or visiting with others is prohibited. The Library will provide a secure space for items not permitted in the exam. Any perceived violation of the posted rules for the exam will be reported to the educational institution.

(June 18, 2015)