



Approved: December 15, 2015

Policy Type: Operational

Last Review/Revision:

Policy Title: Proctoring Policy

Year of Next Review: 2017

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### **Intent**

To provide exam proctoring to students as required, while acknowledging that this is outside common job responsibilities and requires staff time.

### **Regulations**

1. Examination proctoring is subject to the availability of authorized staff and resources.
2. Effective January 2, 2016 a fee for the service will be charged at \$20 per exam. The library will accept no out-of-pocket expenses. Any costs for proctoring, copying, postage etc. are the responsibility of either the exam writer or the issuing institution and must be paid prior to the exam being released.
3. Library premises may be used for the writings of the examinations provided the conditions set by the issuing institution or agency can be met without undue disruption to the library's normal functions, and within normal working hours of the authorized proctor.
4. All exam-writing conditions must be received from the issuing institution prior to the scheduled exam date and be assessed for suitability of proctoring by the Library, before any exams are taken. The Library will not proctor if conditions cannot be met.
5. Information provided by the student is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act R.S.O 2002 Chapter M.56.

### **Procedures**

1. All exams must be sent to the Renfrew Public Library.
2. Students must contact the Library to arrange a time to complete their exam. A minimum of one weeks advance notice is required.
3. Students taking the exams are responsible for ensuring that all examination requirements have been met and that all exams have been received by the library prior to taking the exam.

4. Students must show picture identification before receiving the exam.
5. Exams requiring the use of computers shall be written on public computers. Computers must be reserved in advance.
6. Re-scheduling of appointments is subject to the approval of the CEO.
7. Exams received by the library, but not completed by the student within 30 days will be returned to the issuing institution.