



Richmond Hill Public Library Board

PROCTORING POLICY

1.0 PURPOSE AND SCOPE

Richmond Hill Public Library is committed to supporting the lifelong learning goals of the Richmond Hill community through its vision 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.

2.0 POLICY STATEMENT AND GENERAL GUIDELINES

Examination proctoring will be offered at Central Library for a fee of \$40.00. Provision of the service will be subject to availability of staff and resources.

- .1 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.
- .2 Re-scheduling of appointments is subject to the Library's approval.
- .3 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.
- .4 The Library will provide a distraction-free space, but does not guarantee that the student will be monitored continuously.
- .5 The Library will not be liable for any missing items, papers, samples or other documents related to the exam.
- .6 The student must provide their own laptops and any supplies required to take the exam.

- .7 The Library is not responsible for unforeseen interruptions of the test due to loss of power, Internet service, or other computer problems.
- .8 Examinations must be completed within Library opening hours. The student is responsible for ensuring that they have allowed sufficient time to write any exam.
- .9 Non-Library-sponsored invigilation services will be required to use meeting rooms rented out at the appropriate rate for the nature of the service.

3.0 RELATED POLICIES

- 1.0 Fines and Service Charges (April 2016)
- 2.0 Meeting Room Rental Policy (April 2016)

Enriching Your Connections, Choices and Community

Approval Date: April 21, 2016	Motion # 16:41
Date of Last Revision: November 27, 2014	Motion # 14:105