



324 Clark Street, Powassan, ON P0H 1Z0 ♦ Tel: 705-724-3618 ♦ Fax: 705-724-5525 ♦ www.powassanlibrary.com

Policy Type:	Services	Review(r)/Revision(R) Dates:	R. 28/03/2016 (M2016-19)
Policy Title:	Proctoring Exams Policy		R 16/12/2019 (M2019-73)
Policy Number:	SERV-05		
Initial Policy Approval Date:	26/11/2012 (M2012-66)		

POLICY STATEMENT

The Powassan & District Union Public Library supports the lifelong learning goals of the Community. To support these goals the Library will proctor exams subject to the requirements of the issuing educational institution and the availability of authorized Library staff, resources and facilities.

PURPOSE

The purpose of this policy is to establish clear guidelines, rules and restrictions in relation to proctoring exams, also to establish a fee structure for proctoring. This fee will be included in the Library’s “Fees and Charges Schedule” and reviewed annually.

SCOPE

The policy and following rules and procedures will apply to all applicants requesting the Powassan & District Union Public Library to proctor an exam.

Rules and Procedures

1. Any member of the public may request the proctoring of an exam by the Powassan & District Union Public Library.
2. A minimum of one-week advance notice is required before any exam is proctored.
3. All exam-writing conditions must be received from the issuing educational institution and be assessed for suitability by the library before any exams are taken. The library will not proctor an exam if these conditions are not met.
4. Rescheduling of exams is subject to library availability and approval.

5. The library will charge a fee of \$20.00 per exam from the individual to be paid at the time of registration, at least one week in advance or bill the institution if that is applicable.
 - Cancellation of an exam with less than 24 hours' notice will result in the forfeiture of the fee.
 - Rescheduling in such incidents will be subject to library availability and approved and subject to the \$20.00 fee.
6. The Library accepts no responsibility for any charges involved in proctoring (e.g. photocopies and/or mailing). These are the responsibility of the applicant and must be paid at the time of use.
7. The Library will not monitor one-on-one but will provide a space acceptable to both the applicant and the Library.
8. The Library will ensure the required passwords and documentation is correct.
9. The Library will check that the correct designated individual is writing the exam by verifying two valid pieces of identifications, one of which must include a current photo of the individual.
10. The Library will make every effort to ensure that no prohibited material is brought into the exam area. Materials and personal items will be stored during the exam. The Library accepts no responsibility for stored items. The Library assumes no responsibility for the writer in regards to misconduct while writing an exam.
11. Notwithstanding, the Library Board and/or the CEO reserves the right to amend and/or suspend any of the above conditions.
