

Title:	Exam Proctoring Policy	Policy Number: 200-10
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PURPOSE:

This policy provides guidelines for the provision of proctoring services from the Library.

SCOPE:

This policy applies to all requests for proctoring services provided by the Library.

DEFINITIONS:

Exam proctoring – to watch over students taking an exam to ensure guidelines provided by the issuing institution are followed.

Invigilate – a term used by some post-secondary institutions to designate exam proctoring.

POLICY STATEMENT:

The Library provides exam proctoring services at the James L. McIntyre Centennial Library for a fee as listed in the Fines and Fees Schedule. Procedures for proctoring services are laid out in Appendix 1.

APPENDIX 1: Exam Proctoring Procedures

- Exams shall be proctored at the James L. McIntyre Centennial Library during administrative business hours.
- The student must submit payment prior to beginning the exam unless other payment arrangements have been made with the examining institution or company.
- The exam proctoring fee does not include material or courier costs.
- Provision of the service will be subject to availability of staff and resources.
- It is the responsibility of the student to contact the Library directly to inquire about the availability of proctor's services. The specific date, time and place of the exam must be confirmed at least three weeks in advance.
- The examination package must be sent from the issuing institution directly to the Library one week prior to the exam date. Written guidelines for exams must be included in the examination package provided by the issuing institution.
- The Library will not accommodate an exam if it cannot meet operational conditions outlined by the institution.
- 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.
- The Library will endeavor to provide a distraction-free space, but does not guarantee that the student will be monitored continuously by the invigilator.
- The Library will not be liable for any missing items, papers, samples or other documents related to the exam.
- The Library will not accommodate an exam that requires specialized procedures such as the downloading of software to library computers.
- The student must provide their own supplies (including technology) required to take the exam.
- The Library will not provide reminders or notifications for an approved exam. It is the responsibility of the student to arrive fifteen (15) minutes prior to the start of the exam.
- The Library is not responsible for unforeseen interruptions of the exam due to evacuation of the building, loss of power, Internet services or other computer problems.