

Policy: Proctoring

Board motion: 6-2020 14 January 2020 Chair's signature: _____

The Bonnechere Union Public Library offer a proctoring service for those who are looking to take exams for distance education or professional certifications. The following are guidelines for the proctoring service:

- Any member of the public may request the proctoring of an exam by Bonnechere Union Public Library.
- The examination writing date will be approved based on the discretion and availability of the CEO and staff.
- All exam writing conditions must be received from the educational or professional institution and be assessed for suitability by the Library before the exams are taken. The Library will not proctor an exam if these conditions are not met.
- The Library may charge a fee of \$10 per exam from the individual to be paid at the time of registration, if the institution cannot be billed for the proctoring service. If the library is charging the individual the \$10 fee, the amount must be received at least one week in advance.
- Cancellation of an exam with less than 24 hours notice may result in the forfeiture of the fee. This decision will be made at the discretion of the CEO. Rescheduling of exams is subject to Library availability and approval. It is the responsibility of the exam-taker to contact the institution about any cancellations/rescheduling of the proctoring service.
- 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.
- The Library will not monitor one-on-one but will provide a space acceptable to the applicant, the educational or professional institution and the library.
- The Library will check that the correct designated individual is writing the exam.
- No prohibited material is to be brought into an exam area. Materials and personal items will be stored during the exam. The Library accepts no responsibility for stored items or for the writer with misconduct while writing the exam.
- The Library Board and/or the CEO reserve the right to amend and/or suspend any of the above conditions.

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