

## Proctoring Policy

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**Date Created:** March 23, 2009

**Date Reviewed:** December 5, 2023

**Motion Number:** 2024-41

### Purpose and Scope

The East Gwillimbury Public Library is committed to the lifelong learning goals of the East Gwillimbury community. To support these goals, the Library may proctor exams for any person enrolled in secondary and post-secondary study requiring students to complete exams under the supervision of an approved proctor.

### Policy Statement and General Guidelines

Exam proctoring is subject to the availability of authorized staff and resources and will be undertaken provided the conditions set by the examining institution can be met without undue disruption to the library's normal functions. A fee will be charged for each examination. Library will seek remuneration from the educational institution if available, otherwise the student is responsible for the fee.

### Guidelines

1. A minimum of two weeks' notice is required. Examinations must be sent to the Library by the educational Institution 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 will not be liable for any missing items, papers, samples or other documents related to the exam.
4. The Library accepts no responsibility for any charges involved in proctoring, such as photocopying or mailing charges. Any such charges are borne by the student taking the exam.

5. The Library cannot guarantee a distraction-free setting.
6. The Library is not responsible for unforeseen interruptions of the exam due to loss of power, internet service, or other computer problems.
7. Students are responsible for ensuring they arrive with sufficient time to write any exam during regular library hours.
8. Students being proctored will be monitored by staff.
9. Students must provide their own laptops and other supplies required to take the exam. The Library may provide a laptop for use, but two weeks notice is required. Subject to availability.