



SUBJECT: EXAM PROCTORING POLICY

Policy No: 2021-03

Date: January 18, 2021

Review Date: January 2025

Pages: 2

PURPOSE

This policy outlines the conditions and guidelines under which Library facilities may be used to proctor exams.

POLICY

General

Innisfil ideaLAB & Library supports the lifelong learning goals of the residents of Innisfil. To support these goals, the Library may proctor exams for the residents of Innisfil and/or members of the Innisfil Public Library, subject to the availability of authorized staff and resources and the requirements of the issuing educational institution.

Application

Proctoring is available to Innisfil residents or anyone holding a valid Innisfil ideaLAB & Library card.

Guidelines

Proctoring is to be conducted by a Manager or designate.

Examinations must occur during the Library's regular hours of operation. Library Staff will attempt to meet the scheduling needs of the examination taker so students are asked to provide as much notice as possible. However, Staff has the final authority when setting the date and time of examinations. Rescheduling of test appointments is subject to the approval of the Manager. The student bears sole responsibility for ensuring that all examination requirements have been met.

Innisfil ideaLAB & Library accepts no responsibility for any charges involved in proctoring (e.g. postal charges, photocopying, etc). There is no cost to Innisfil residents or anyone holding a valid Innisfil ideaLAB & Library card, for this proctoring service. However, where an institution pays for the proctoring of an exam the payment should be made payable to: Innisfil Public Library.

Approved by the Innisfil Public Library Board, January 18, 2021
Motion Number: 2021.11

Supersedes Policy #2017-02, approved January 16, 2017, motion 2017.02 & Policy #2013-01, Approved January 21, 2013, Motion #2013.12; & Policy #2010-07, Approved on March 8, 2010, Motion #2010.29; & Policy #2007-04, Approved on September 17, 2007, Motion #2007.45; & Policy #2004-04, Approved on March 8, 2004, Motion #2004.25.