



**SUBJECT: EXAM PROCTORING POLICY**

**Policy No: 2025-12**

**Date: June 23, 2025**

**Review Date: June 2029**

**Pages: 2**

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## **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 Library, subject to the availability of authorized employees and resources and the requirements of the issuing educational institution.

### **Application**

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

### **Guidelines**

Proctoring is to be conducted by a Director/Manager or designate.

Examinations must occur during the Library's regular hours of operation. Library employees will attempt to meet the scheduling needs of the examination taker so students are asked to provide as much notice as possible. However, employees have the final authority when setting the date and time of examinations.

Rescheduling of test appointments is subject to the approval of the Director/Manager. The student bears sole responsibility for ensuring that all examination requirements have been met.

The 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 Library card, for this proctoring service. However, where an institution pays for the proctoring of an exam the payment should be made payable to the Library.

Approved by the Innisfil Public Library Board, June 23, 2025

Motion Number: 2025.43

Supersedes Policy #2021-03, approved January 18, 2021, Motion #2021.11;  
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.