



Orangeville Public Library

Proctoring (Exam) Policy

Board motion number: 22-04

Date of next review: February 2026

Date: February 23, 2022

Date of original motion: October 2017

Type: Board

Chair's signature: _____

Purpose:

In support of the library's vision to foster a love of literacy and lifelong learning the Orangeville Public Library provides a service of proctoring exams. This policy governs the criteria and limitations of the delivery of exam proctoring services.

Policy:

The Orangeville Public Library may offer test and exam proctoring services for students requiring the supervision of an approved proctor subject to the following conditions and limitations:

1. Exam proctoring services are available to Orangeville Public Library members in good standing and to non-members for a prescribed fee. If the library receives reimbursement directly from an institution, non-members would pay the balance up to the prescribed fee.
2. Proctoring is available during regular hours of operation except Sundays, and is subject to the availability of staff, resources and must not disrupt normal library operations. Exams must be completed 30 minutes before closing.
3. All library staff members may proctor an exam. Staff members proctoring the exam do not observe students during examinations but will monitor their progress randomly. Students should be aware that exams may be conducted in an open area and may not provide a distraction-free setting.
4. Exams are administered by appointment only and applications for proctoring must be submitted at least seven days in advance.

5. The library will proctor both written and online exams. It is the responsibility of the student to contact the library directly to inquire about the availability of proctoring services.
6. 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 not provide reminders or notifications for an approved exam.
7. Students who require a proctor for an online exam may use their own laptop computer and the library's wireless connection. The library may also be able to provide a public computer and internet access for online exams. The library is not responsible for any unforeseen test interruptions due to loss of power or connection.
8. The library cannot proctor online exams that require the installation of special software or the modification of existing computer settings and the library cannot troubleshoot login and authentication issues.
9. The library accepts no responsibility for any additional charges involved in proctoring (e.g. photocopies, mailing or faxing charges). Any such costs are borne by the writer of the exam.
10. Orangeville Public Library retains sole discretion in determining whether or not a specific exam can or will be accommodated based on the availability of resources, staff, physical space or any other factor required to accommodate the request. If staff determine that a request cannot be accommodated, that decision is final and can only be appealed in writing to the current Chief Executive Officer.
11. Cancellation and/or rescheduling of exam appointments is subject to approval and may be subject to fees based on published procedures.

Fees will be prescribed in the Schedule "A" of the Circulation Policy. Fees will be available by request and on the website.