

Policy Type: Operational

Number: LIB-OP-85

Approved: Mar. 12, 2020

Proctoring Policy

Next review: 2024

Purpose

Support for literacy and lifelong learning is one of the Library's values. The Library will endeavour to support distance education students through the proctoring of examinations in locations where appropriate space and staff resources are available.

Policy

1. The Library will support life long learning though proctoring exams, providing that the following conditions are met:
 - 1.1. The student(s) must make arrangements to write an exam well in advance.
 - 1.2. Exam conditions must be received from the educational institution before any exams are written. Library staff will not proctor exams if the exam conditions cannot be met, or if normal library functions would be unduly disrupted.
 - 1.3. Exams must occur during the library's normal hours of operation, and the normal working hours of the qualified proctor.
 - 1.4. The student is responsible for any costs associated with the examination. This may include, but is not limited to, photocopying and postal charges. No costs will be incurred by the Library.
 - 1.5. The Library will not charge a fee. If an educational institution provides an automatic fee for this service, the host branch may include it in their fundraising account unless it is required to reimburse any exam costs.
 - 1.6. The Library will not proctor online exams that require installation of special software or alteration of computer settings.
 - 1.7. Use of a computer or Internet for the purpose of writing an exam is subject to availability.

2. Confidentiality

- 2.1. Any personal information gathered for the purposes of the exam will be subject to the Municipal Freedom of Information and Protection of Privacy Act.

Replacement Statement

This policy replaces all previous versions and comes into effect on the date passed.

Citations

Ontario. Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c. M.56.

Related Documents

Huron County Library. *Vision, Mission and Values Statement*. LIB-FS-10