

Muskoka Lakes Township Public Library
LIBRARY BOARD POLICY

Policy Type: Operational	Policy Number: OP-12
Policy Title: Proctoring of Examinations	Policy Approval Date: 01/16/24
Chairperson: V. Duke	Policy Review Date: 01/28

Intent:

This policy outlines the conditions and guidelines under which Muskoka Lakes Public Library's (hereinafter referred to as the Library) facilities may be used to proctor exams.

Regulations:

In accordance with its Vision, Mission and Statement of Values the Library may provide proctoring of examinations.

Procedures:

Examination 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.

Timing

1. Examinations must be booked a minimum of one week prior to the scheduled exam.
2. Examinations must occur during the Library's regular hours of operation. For the benefit of the student, the booking times must begin at least a half hour after Library opening and must be completed fifteen minutes prior to Library closing.
3. Students who need to cancel an exam must contact the Library directly at least 24 hours prior to the scheduled examination.
4. Rescheduling of examinations is subject to approval of the educational institution or company and the Library.

Student Responsibilities

Students will:

1. contact the Library directly to inquire about the availability of proctoring services
2. pay a fee of \$50.00 by cash or cheque prior to the start of the examination
3. pay any additional charges (fax, photocopying) related to the proctoring
4. meet all the identification requirements of the educational institution or company
5. ensure that the service provided by the Library meets the requirements of the educational institution or company
6. ensure that exams are received in time for the scheduled examination
7. use their own laptop computer and the Library's wireless connection for an online exam, if the educational institution or company allows, and the student wishes to do so
8. arrive fifteen minutes prior to the start of the exam.

9. be aware that exams may be conducted in an open area that may not provide a distraction-free setting.

Library's Role

1. Any Library staff member may proctor an exam; however, this may be limited to the approved occupations or qualifications (e.g. Masters Level Librarian or Library Technician) specified by the educational institution or company issuing the exam.
2. The Library staff member proctoring the exam will not constantly observe students during examinations, but will have clear sight lines to the room and will monitor the student's progress randomly.
3. The Library may provide public internet access for online exams, but is not responsible for any unforeseen exam interruptions due to loss of power or connection.

The Library will not:

1. provide reminders or notifications for an approved exam.
2. be liable for any missing items, papers, samples or other documents related to the exam.
3. proctor online exams that require the installation of special software or the modification of existing computer settings
4. troubleshoot login and authentication issues.

Related Documents

MLPL GF-01 – Mission Statement

MLPL GF-02 – Vision Statement

MLPL GF-03 – Statement of Values