

Georgina Public Library Board Policy Manual

Policy Title: Exam Proctoring

Intent

Georgina Public Library supports lifelong learning and endeavors to support distance education students by proctoring the writing of examinations.

Regulations

- Exam proctoring is available to residents or students from Georgina, as well as residents who live in areas with which the Library has reciprocal borrowing agreements.
- Library premises may be used for the writing of examinations provided the conditions set by the exam setting institution or agency can be met without undue disruption to the library's normal functions, and within the normal working hours of the qualified proctor.
- Arrangements to write an exam must be made with the Manager, Library Customer Experience or designate a minimum of two weeks in advance. All information relevant to the examination must be received one week prior to the exam date from the issuing educational institution and be assessed for suitability of proctoring by the Library, before any tests are taken. The Library will not proctor exams if the conditions cannot be met.
- Cost of proctoring of an exam is \$50.00 per person, per session. The library will accept no out-of-pocket costs. Any costs for copying, printing, postage etc. must be borne by the exam writer or the exam setting institution.
- Students who wish to take examinations at the Library are responsible for ensuring that all of the examinations requirements imposed by their testing institution have been met.
- Information supplied by the student will be subject to the Municipal Freedom of Information and Protection of Privacy Act and the Library's Privacy Policy.

POLICY HISTORY:	
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