

Policy Title: Exam Proctoring (invigilation)

Policy Number: 2017-90

Policy Approval Date: February 6<sup>th</sup>, 2017

Policy Review Date: \_\_\_\_\_

## Exam Proctoring

The Bonfield Public Library provides proctoring (invigilation) exam services on an appointment basis for any person enrolled in an academic institution that requires students to complete examinations under the supervision of an approved proctor.

We are pleased to offer this service to distance learners as part of our commitment to the lifelong learning and continuing education needs of our community. To schedule for an exam proctoring contact the Library by telephone 705-776-2396 or by email: [bonfieldlibrary@gmail.com](mailto:bonfieldlibrary@gmail.com)

## Conditions for Exam Proctoring

- The library will not accommodate an exam if it cannot meet conditions outlined by an institution. It is the student's responsibility to ensure library proctors are acceptable under their institution's examination policies;
- The examination package must be sent from the issuing institution directly to the library, via mail, fax or email, at least one week prior to the exam date;
- The library will not be liable for any missing items, papers, samples, online passwords, or other documents related to the exam;
- The student is responsible for any incidental or additional expenses such as courier fees or postage charges;
- An exam is not officially booked until the student and/or institution receive confirmation of same from the BPL staff;
- The Library is not responsible for any unforeseen test interruptions e.g. loss of power or internet connection;
- The Library cannot proctor online exams that require installation of special software or modification of existing computer settings;
- Rescheduling of exam appointments is subject to approval and availability.