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## Smiths Falls Public Library



Policy Type: **Operational**

Policy Number: **OP-16**

Policy Title: **Examination Proctoring**

Policy Approval Date:  
**February 15, 2022**

Last Review Date:

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As a supporter of lifelong learning, the Smiths Falls Public Library will offer examination proctoring services to students whenever feasible given staffing and space constraints. This service is subject to the following conditions:

- Examinations may only be booked during hours when the library is open to the public.
- Examinations must be booked at least two weeks in advance.
- Examinations may not be cancelled or rescheduled unless extenuating circumstances exist.
- The maximum examination length is three hours and this time will not be extended should the student not arrive in a timely manner.
- Due to the lack of private areas in the library, a quiet environment cannot be guaranteed.
- The library cannot provide uninterrupted supervision of the examination. The student is responsible for ensuring that this level of supervision is acceptable to the issuing institution.
- The student is responsible for ensuring that the examination is sent to the Library by the issuing institution.
- The student is responsible for supplying a laptop and any supplies that may be required for the examination.
- The library is not responsible for any unforeseen interruptions to the examination.
- The current cost for proctoring can be found in Appendix A: Fee Schedule.