Policy Name**:	**Proctoring**
Policy Type:	**Operational**
Policy Number:	**OP-22**
Original Adoption Date**:	**December 2008**
Current Approval:	**September 2025**
Review:	**February 2028**
Motion:	**2025:66**

Proctoring

1. Purpose

The purpose of this policy is to set out the terms and conditions for providing proctoring services to students in the community. Providing this service allows students to remain in their community to write tests and exams, reducing barriers that travelling to educational institutions outside of Orillia can cause.

2. Policy

The Orillia Public Library (OPL) supports the lifelong learning goals of the Orillia community. To support these goals, the Library offers proctoring services to enable students to write tests and exams in a local setting.

3. Procedure

Section 1 – Guidelines

a. Proctoring services are available to OPL members in good standing and non-residents for an additional fee. Proctoring is available during regular hours of operations, except Sundays, and is subject to the availability of authorized staff and resources and must not disrupt normal library operations. Exams must be completed 30 minutes before closing.

b. It is the responsibility of the student to contact the Library directly to inquire about the availability of proctoring services. A minimum of one-week advance notice is required.

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c. Any Library staff may proctor an exam, however this may be limited by the approved occupations or qualifications (e.g. Masters level Librarian or Library Technician) specified by the educational institution or company issuing the exam.

d. The Library staff member proctoring the exam does not observe students during examinations but will monitor their progress randomly.

e. It is the student's responsibility to ensure that the service provided by the Library meets the requirements of the institution or company and to ensure that exams are received in time for the scheduled appointment. The Library will not provide reminders or notifications for an approved exam. It is the responsibility of the student to arrive fifteen minutes prior to the start of the exam.

f. The Library will not be liable for any missing items, papers, samples or other documents related to the exam.

g. Students who require a proctor for an online exam may use their own laptop computer and the Library's wireless connection. The Library may also be able to provide public internet access for online exams. The Library is not responsible for any unforeseen test interruptions due to loss of power or connection.

h. The Library cannot proctor online exams that require the installation of special software or the modification of existing computer settings and the Library cannot troubleshoot login and authentication issues.

i. Students should be aware that exams may be conducted in an open area and may not provide a distraction-free setting.

j. The Library accepts no responsibility for any additional charges involved in proctoring (e.g. photocopies, mailing or faxing charges). Any such costs are borne by the writer of the exam.

k. Rescheduling of test appointments is subject to approval.
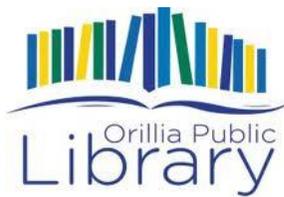
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l.   Fees are set by the Library Board. There is an additional fee for those without a membership.

Related Documents

- Orillia Public Library: Code of Conduct (OP-03)
- Orillia Public Library: Public Computing and Internet Use (OP-07)