

## PROCTORING POLICY

### THE WHITCHURCH-STOUFFVILLE PUBLIC LIBRARY

OCTOBER 7, 2004

#### PREFACE

The Whitchurch-Stouffville Public Library values the concept of lifelong learning goals. To support these goals, students may request examination proctoring at the library.

#### GENERAL

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. If additional staffing is required, a fee of \$25 per hour plus G.S.T. will be charged.

#### GUIDELINES

1. All examinations must be sent to the Whitchurch-Stouffville Public Library.
2. A minimum of two weeks advance notice is required.
3. Students taking the examination are responsible to ensure that: all examination requirements have been met and all tests have been received by the library before the examination is taken.
4. No costs are to be incurred by the Whitchurch-Stouffville Public Library, i.e. postal charges, photocopying, etc.
5. Examinations must occur during the library's regular hours of operation.
6. Proctoring is available to: Town of Whitchurch-Stouffville residents, students who attend school in the municipality and residents living in the municipalities of Markham, East Gwillimbury, Georgina, King, Pickering & Uxbridge because of reciprocal borrowing arrangements.
7. Library staff will endeavour to seek remuneration for examination proctoring from the educational institution, if available.

#### CONFIDENTIALITY

Information supplied by the student will be subject to the Freedom of Information/Protection of Individual Privacy Act.

#### POLICY REVISION

This statement of policy will be revised as time and circumstances require.