

Exam Proctoring Policy

1. Purpose

The Colchester-East Hants Public Library (the Library) values lifelong learning and helps learners in the community by proctoring exams. This policy tells you about standards for this service and the roles of library staff and students.

2. Important Information

Any branch of the Library can proctor an exam.

a. What is exam proctoring?

Exam proctoring is when someone replaces a school or other organization that gives exams. Proctoring lets a student write their exam outside of the regular exam time, or at another place, or online. The proctor makes sure no one sees the exam before students take it and checks to make sure that students act fairly and honestly while they write the exam.

b. When can I take an exam at the Library?

Library staff can proctor an exam during regular library hours. The Library needs to know at least one week before the exam date that you need an exam proctor.

We can refuse to proctor an exam if:

- It would interfere with normal library operations.
- We do not have the staff, space, or computer needed for the exam.

c. How does the Library supervise exams?

The Library proctors exams by setting up the student with their exam and checking on them during the exam. Staff cannot sit with a student during the exam.

d. Exam Conditions

The Library tries to provide a quiet place for the student to write the exam, but cannot always do it.

Exams can be taken online using a library computer or the student's personal laptop if the educational institution allows that. Library computers are usually in open areas where there can be distractions. You cannot install your own software on library computers.

The Library is not responsible for interruptions caused by the power going out, the Internet not working, or other events.

e. Fees

The Library does not charge the student a fee for proctoring exams. The Library does accept payments from institutions that want to cover the cost of exam proctoring. Payments can be made to the Colchester-East Hants Public Library.

The Library will not accept responsibility for any charges you must pay. Students are responsible for paying any costs related to writing the exam that the examining institution does not pay. These might include the cost of printing, copying, faxing, and mailing the exam.

3. Responsibilities

The student is responsible for:

- Making sure that your educational institution is happy with the Library's proctoring service.
- Making sure that Library receives the exam and all related paperwork in time for you to write the exam.

- Following instructions from your educational institution.

The **Library** is responsible for:

- Receiving the exam and paperwork, making sure no one sees it before the exam time, and returning it to the educational institution after the student has written it.
- Making sure that we have staff and a place where you can write the exam before we agree to proctor it.
- Following instructions from the educational institution about the exam.

The **Library** is not responsible for completed exams once we have mailed them to the educational institution.

4. Comments/Questions

People can send their comments and questions about the Library's *Exam Proctoring Policy* to the Director, Adult Services:

By email at

- LBrann@CEHPublicLibrary.ca

By phone at

- (902) 896-4182

By regular mail at

- Director, Adult Services
Colchester-East Hants Public Library
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Board Approval Date: September 26, 2023

Implemented: November 1, 2023

Revised: N/A

Last Review Date: N/A

Next Review Date: 2028