

Chatham-Kent Public Library

Proctoring Policy

Purpose

Chatham-Kent Public Library (CKPL) values and supports lifelong learning and wishes to assist students learning through distance education by providing a proctoring service. This policy outlines the conditions under which proctoring will be facilitated at CKPL.

Proctoring of Exams

This service can be provided at any CKPL branch. The service is available during regular library hours and is subject to availability of staff. CKPL reserves the right to refuse to proctor exams where it would interfere with normal Library operations.

Proctoring requests must be received at least ten days prior to the exam date. CKPL will receive, secure, administer and return exams but cannot provide direct supervision of students. The Library does its best to provide a quiet place for the exam to be written, but this is subject to availability of space. Exams must be completed within Library regular open hours with a maximum 3-hour booking.

Any CKPL 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.

It is the student's responsibility to ensure that the service provided by CKPL meets the requirements of the institution/company and/or instructor and to ensure that exams are received by the Library in time for the scheduled appointment.

CKPL charges a fee per exam for this service (see the current Schedule of Fees and Fines). Students are expected to pay any costs not covered by the institution/company (e.g. postage, printing, or courier fees). No costs are to be incurred by the Library in providing this service. Students must arrive 15 minutes prior to writing an exam to pay their proctoring fee and complete any pre-exam procedures or paperwork.

Exams may be taken online using a Library supplied computer or the student's personal laptop with approval from the institution/company. No programs may be installed on CKPL computers and Library staff cannot troubleshoot login and authentication problems. CKPL is not responsible for any unforeseen interruptions of the test due to loss of power, internet service, or other computer problems.

Issue Date: November 22, 2012

Revision Date: December 6, 2017

Board Approved Date: November 22, 2012; October 25, 2016, January 23, 2018; April 2022

Author: A. Maris and H. Wyma

Background Documents: Schedule of Fees and Fines

For more information or alternative formats of this document, please email cklibrary@chatham-kent.ca.