



TOWNSHIP OF GEORGIAN BAY PUBLIC LIBRARY BOARD

Proctoring Policy

Board motion number: 16:37

Date of original motion: Nov. 19/09

Date of review: June 16/2016

Chairperson's signature: T. Fitchett

Page # 1 of 2

Preface:

The Township of Georgian Bay 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.

Guidelines:

1. All examinations must be sent to the Township of Georgian Bay Public Library,
2. A minimum of two weeks advance notice is required.
3. The Proctor Request Form (Addendum A) must be filled out at time of booking.
4. 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.
5. No costs are to be incurred by the Township of Georgian Bay Public Library, i.e. postal charges, photocopying, etc.
6. Examinations must occur during the library's regular hours of operation.
7. Library staff will endeavor to seek remuneration for examination proctoring from the educational institution, if available. Staff can inform the student that the library accepts donations and a tax receipt would be issued.

Confidentiality:

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

Proctor Request Form

When you need to take an exam, the Township of Georgian Bay Public Library is happy to provide proctor service!

Please complete this form and return it to the CEO or Staff Supervisor in order to schedule your exam date and time.

Student Name: _____

Local phone number: _____

Email: _____

Institute the Exam is being written for: _____

Address of above Institute: _____

Contact person (if known): _____

*Time of day you' would like to write the exam: _____

*Date you would like to write your exam: _____

*Every effort will be made to schedule the student on the preferred time and date, but the Township of Georgian Bay Public Library cannot guarantee compliance with the request.