
Township of Uxbridge Public Library
POLICY STATEMENTS AND PRACTICES

POLICY NO.: A8 - Proctoring Policy

Page 1

OBJECTIVE: To set guidelines for proctoring exams at the Township of Uxbridge Public Library.

DATE OF APPROVAL: March 24, 2016

MOTION: 16 - 25

DATE OF AMENDMENT AND MOTION:

Policy Statement

The Township of Uxbridge Public Library supports the lifelong learning goals of the residents of the Township of Uxbridge. To support these goals, the Library may proctor exams for the residents of the Township of Uxbridge, subject to the availability of authorized staff and resources.

Policy Practices

Examination proctoring will be offered at Uxbridge Public Library for a fee of \$25.00.

1. A minimum of one-week advance notice is required before any test will be proctored.
2. All test-taking requirements must be received from the issuing educational institution before any tests are taken.
3. The Township of Uxbridge Public Library accepts no responsibility for any charges involved in proctoring (eg., postal charges).
4. The Library accepts no responsibility for any charges involved in proctoring such as photocopying or mailing charges. Any such costs are borne by the student taking the exam and must be paid before the exam commences.
5. The Library will provide a distraction free space, but does not guarantee that the student will be monitored continuously.

Township of Uxbridge Public Library
POLICY STATEMENTS AND PRACTICES

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Page 2

6. The Library will not be liable for any missing items, papers, samples or other documents related to the exam.
7. The student must provide their own laptops and any supplies required to take the exam.
8. The Library is not responsible for unforeseen interruptions of the test due to loss of power, Internet service, or other computer problems.