

PROCTORING POLICY

Purpose

Bibliothèque Allard Regional Library supports lifelong learning and is here to assist you in meeting your educational goals. Please ensure your educational institution is supportive of Bibliothèque Allard Regional Library conduct in proctoring.

Policy Guidelines

Proctoring is subject to availability of library staff and reserves the right to refuse to proctor exams that may interfere with normal library operation.

A minimum of two weeks notice is required before any exam is proctored. The examination package must be sent from the issuing institution directly to the library.

Re-scheduling of appointments is subject to the library's approval.

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.

The library will not be liable for any missing items, papers, samples, or other documents related to the exam.

Students using the computer lab or internet stations may not install software on library computers. Wireless service is available for students wishing to use their own laptops. The library is not responsible for any unforeseen interruptions of the exam due to loss of power or internet connectivity.

No special room is available to students taking the exam. A desk will be reserved for them in the library.

Exams must be taken within regular library hours and must be completed no later than 30 minutes before closing.

Bibliothèque Allard Regional Library offers exam proctoring for a fee of \$30 based on room availability and staffing. Although we check on students occasionally, we do not have the ability to solely supervise examinations.

The request form for proctoring must be filled out in advance following the above guidelines.

Is a computer required to write this exam?

_____ Yes _____ No

Comments:

Office Use Only

Request Approved:

Signature

Date

Supervising Staff Member:

Date and Start Time of Exam:
