



AURORA PUBLIC LIBRARY PROCTORING POLICY

The Aurora Public Library supports the lifelong learning goals of the Aurora community. To support these goals, the Library may proctor exams for registered members, subject to the requirements of the issuing educational institution and the availability of authorized Library staff and resources.

The same standards, policies and guidelines apply to online and social media as all forms of Library communications.

Proctoring is subject to the following conditions:

1. Proctoring is available to registered members of the Library.
2. Proctoring requires the student to verify their identity by presenting a piece of official Photo Identification.
3. A minimum of two weeks advance notice is required before any exam is proctored.
4. All information relevant to the examination must be received one week prior to the exam date from the issuing educational institution and be assessed for suitability of proctoring by the Library, before any tests are taken. The Library will not proctor exams if the conditions cannot be met.
5. Re-scheduling of appointments is subject to the Library's approval.
6. 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.
7. The Library will submit completed exams in a timely manner, but will not be held responsible for exams that do not reach the educational institution by the deadline date.
8. The Library cannot guarantee a distraction-free setting and a study room will not be pre-booked.

9. No software programs may be installed on library computers and the library is not responsible for troubleshooting login and authentication issues.

10. The library is not responsible for unforeseen interruptions of the test due to loss of power, Internet connectivity or other computer problems.

11. It is the responsibility of the student to arrive 15 minutes prior to the start of the exam and complete the exam no later than 15 minutes before closing. Proctoring is available during the Library's regular hours of operation.

12. There is no cost to Aurora residents. Residents from other municipalities seeking this service from Aurora Public Library will be charged \$30.00 inclusive of HST.

Approved Date:	Motion #:
Effective Date:	
DLR: April 2017	