



EXAM PROCTORING

The Stormont, Dundas & Glengarry County Library provides proctoring services for written, open book and certain online examinations. ***We are pleased to offer these services to distance learners as part of our commitment to lifelong learning and the continuing education needs of our community.***

A proctored exam is one that is overseen by an impartial individual (called a proctor) who monitors or supervises a student while s/he is taking an exam. The proctor ensures the security and integrity of the exam process.

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. Proctoring service is available at most branches, although separate, "closed" space may not be available. It is up to users of this service need to determine whether the facility chosen meets their needs.

The cost for the Library's proctoring service is \$30.00 per session (*plus a mailing fee – see below*), to a maximum of four hours. Fees are due at time of registration. This fee is non-refundable for students who do not complete the exam.

Proctors are SD&G County Librarians, District Supervisors or alternates as designated by the Director of Library Services.

Library Requirements

To arrange for exam proctoring, please submit a request and authorized staff will follow up with you; advance notice of at least two weeks is needed. Requests are subject to the availability of authorized staff and resources, including appropriate space.

All test-taking requirements must be received in advance of the testing date from the issuing educational institution.

The Library will provide a computer with Microsoft Word and Internet access. The Library cannot allow the installation on a Library computer of special software that may be needed to complete the examination.

Student Requirements

Students must contact the Library to arrange for a time to complete their exam. In order for an exam to be written, authorized staff must be available and the appropriate space arranged.

Testing accommodations within the Library may vary. It is the student's responsibility to ensure that the physical facilities are adequate for their test-taking requirements.

It is the student's responsibility to ensure that the Library's computing resources are adequate for any online test-taking requirements.

Students must show picture identification before receiving the examination.

Receipt and Return of Exams

Only exams received in advance will be proctored. The student is responsible for ensuring that the exam arrives before the appointed day. Exams cannot be received or returned by email.

Completed exams will be returned to the institution by the Library. A \$5.00 mailing/processing fee will be charged in cases where the examining institution does not provide return postage and/or arrangements. Exams will be sent by regular mail (or faxed to institutions at the discretion of the Proctor) on the next working day. If the institution requires other mailing arrangements, they will be responsible for all associated expenses. The Library accepts no responsibility for any charges involved in proctoring (ie. postal charges).

Exams received but not completed by the student within 30 days will be returned to the issuing institution unless the student has made prior arrangements.

The Stormont, Dundas & Glengarry County Library will not be responsible for any error made by the educational institution, including the institution's failure to send the necessary documents in a timely manner or a student's failure to COMPLETE the exams AT THE APPROVED TIME AND LOCATION.

Personal information collected is under the authority of the Freedom of Information and Protection of Privacy Act, 1990, MFIPPA\Regulation 29. Personal information collected on these forms is used to contact applicants. After the exam is proctored the forms are destroyed and non-identifying statistical information is retained. Questions regarding the collection of this information should be directed to the Director of Library Services. Freedom of Information Requests should be mailed to: SD&G County Library, Administration Office, 106-26 Pitt Street, Cornwall, ON K6J 3P2.