Policy

The Burk's Falls, Armour & Ryerson Union Public Library values and supports lifelong learning and wishes to assist student learning through distance education by providing an examination proctoring service. The Library premises may be used by individuals for writing examinations at no charge provided the conditions set by the examining institution can be met without undue disruption to the Library's normal functions.

Procedures

1. The service is available during regular library hours and is subject to availability of staff. The Burk's Falls, Armour & Ryerson Union Public Library reserves the right to refuse to proctor exams where it would interfere with normal Library operations.

2. Proctoring requests must be received at least one week prior to the date of the examination. The library will receive, secure, administer and return exams but cannot provide direct supervision of students. The library will do its best to provide a quiet place for the examination to be written, but this is subject to availability of space.

3. Invigilation, proctoring or supervision of the actual writing of the examination will not be undertaken by library staff. If such supervision is required, it shall be the responsibility of the student to provide a properly qualified individual to perform this task.

4. It is the student's responsibility to ensure that the service provided by the Library meets the requirements of the institution/company and/or instructor and to ensure the examination is received by the Library in time for the scheduled appointment.

5. There is no fee for this service, however the students are requested to make a tax-deductible donation to the Library for each proctored examination and are expected to pay any costs not covered by the institution/company (e.g. postage or courier fees). No costs are to be incurred by the Library.

6. Examinations may be taken online using a Library supplied computer or the student's personal laptop with approval from the institution/company. No programs may be installed on Library computers and Library staff cannot trouble shoot login and authentication problems. The Library is not responsible for any unforeseen interruptions of the test due to loss of power or Internet connection.