



# Kenora Public Library Board

## POLICY

<b>SECTION: Operating</b>	<b>NO: OP-12</b>
<b>TITLE: Exam Proctoring</b>	<b>DATE: May 22, 2024</b>
	<b>Next Review Date: May 2028</b>

The Kenora Public Library provides exam and test proctoring services. An exam proctoring fee will be charged in accordance with the **Comprehensive List of Fees (Appendix)**

- A minimum of one-week advance notice is required before any test will be proctored. Students must schedule a time and date with the proctor. Appointments can be made in person, by email, through our webpage, or by phone.
- Exams will be administered during the library's operating hours, Monday through Friday. The exam must be completed at least 30 minutes before the library closes.
- The library will not incur any costs for administering or returning exams. The student or the examining institution must provide a return envelope and postage. The exam proctoring fee, and any additional fees incurred, must be paid at the completion of the exam. (i.e. faxing, photocopying etc.)
- At the time of testing, the student must provide current photo identification and the name on the identification must match the name on the testing materials.
- The library will proctor written (open or closed book), emailed, or online exams. Library computer settings will not be modified to accommodate an online exam. It is the responsibility of the student to ensure that the computing resources are adequate for their testing purposes.
- The library reserves the right to cancel or change the date of an exam due to inclement weather, computer malfunctions, etc.
- At the conclusion of the exam, the proctor will return the exam to the testing institution as per the instructions provided.
- It is the responsibility of the student to know exam deadlines. The library will keep the exam for six months before the exam is destroyed.
- The library is not responsible for the content of exams that are emailed to the proctor, or for completed exams once they have been mailed.
- Proctors will not monitor a student continuously during the exam but may check on the student periodically. Proctors will enforce any time limits that are placed on the exam, as well as other rules set forth in the exam materials. The use of cell phones or visiting with others during the testing period will not be allowed.

### Related Documents:

Kenora Public Library - **Comprehensive List of Fees**

History			
<b>Approval Date:</b>	May 22, 2024	<b>Approved by:</b>	Marj Poirier
<b>Amendment Date:</b>		<b>Approved by:</b>	
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