

# PROCTORING

## Examination Invigilation Guidelines

---

### GENERAL GUIDELINES FOR PROCTORING SERVICE:

Proctoring service is available at select locations at Vaughan Public Libraries. Each site will determine whether it can accommodate such requests.

1. It is the responsibility of the student to contact the library directly to inquire about the availability of proctoring services. The specific **date, time and place of the exam** must be confirmed at least three weeks in advance.
2. Exams must be proctored during library business hours. Exams must be completed half an hour before closing.
3. The student must complete an **application form** (following page) and submit it to the library for approval. A librarian will proctor an exam only if the application has been approved.
4. The **examination package** must be sent from the issuing institution directly to the library one week prior to the exam date.
5. The library will not accommodate an exam if it cannot meet operational conditions outlined by the Institution.
6. The library will not be liable for any missing items, papers, samples or other documents related to the exam.
7. The library will not accommodate an exam that requires specialized procedures such as the downloading of software to library's computers.
8. Students who require a proctor for an online exam must provide and use a laptop computer. Written guidelines for online exams must be included in the examination package provided by the issuing institution.
9. The student is responsible for any incidental or additional expenses such as courier fees or postage charges.
10. The library will not provide reminders or notifications for an approved exam. It is the responsibility of the student to arrive fifteen (15) minutes prior to the start of the exam.