



Proctoring

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

Proctoring is subject to the following conditions:

1. It is the responsibility of the student to contact the library directly to inquire about the availability of proctoring services. The specific **date and time** must be confirmed at least one week in advance.
2. Students must meet all the identification requirements of the institution.
3. Exams can be taken at any time during library open hours, except on Sundays. Exams must be completed 30 minutes before closing.
4. The Library will not accommodate an exam if it cannot meet operational conditions outlined by the institution.
5. The Library will not be liable for any missing items, papers, samples or other documents related to the exam.
6. The Library will not accommodate requests for an online exam using Library hardware. Students who require a proctor for an online exam may use their own laptop computer and the Library's Wifi, although the Library will not be responsible for the reliability of the Wifi.
7. The Library accepts no responsibility for any charges involved in proctoring (e.g. photocopies, mailing or faxing charges). Any such costs are borne by the writer of the exam.
8. All exams are proctored by a professional librarian in the Library.
9. The librarian proctoring the exam does not observe students during the examinations but will monitor their progress randomly.
10. Exams must be sent to the Library in advance of the date of the exam, and the Library will return the complete exams by regular mail to the institution.
11. There is no fee for this service, but should the institution provide remuneration this fee must be payable to the Welland Public Library.