



Exam Proctoring Procedure

- Arrangements for a proctored exam must be made in advance. The exam must be completed during regular Library hours.
- There is no fee for administering a proctored exam at the Library.
- The student is responsible for contacting the instructor or institution to arrange delivery to the Library of both the exam and the instructions for its administration.
- The responsibility for ensuring that the exam has been received by the Library rests with the student. The Library does not contact the student when an exam arrives.
- The Library has four study rooms, which are available on a first-come, first-served basis. If the study rooms are unavailable, tables and study carrels are available throughout the Library.
- Reference staff on duty are available for proctoring. A specific proctor cannot be guaranteed.
- For authentication purposes, Library staff can only provide Library information. Personal information, other than Library employees' names, cannot be provided.
- The student must come prepared with the items required for taking the test. These may include picture ID, pens/pencils and calculator. Only items listed in the instructions will be allowed in the test area. The student is responsible for securing personal items before the test begins. Unless instructions specify, no other person is allowed with the student during the test. The Library is not responsible for lost or stolen items.
- Proctors are unable to provide one-on-one supervision of a student during an exam.
- Public internet access is available for online exams. Computers are available on a first-come, first-served basis. If the student deems that this does not provide adequate privacy, a different testing site should be sought.
- Software cannot be downloaded to Library computers.
- The Library is not responsible for power or network outages that may occur during an exam.
- The completed written exam will be returned to the institution via mail, email or fax. A postage-paid envelope provided by the student or institution is required for mailing. Unless stated in the instructions, neither the exam, nor a copy of the exam, will be given to the student.
- The Library will hold an uncompleted exam for 180 days or until the testing institution's deadline, whichever comes first. Uncompleted exams will be returned to the issuing institution if a postage paid envelope is provided. If not, the exam will be destroyed.
- The Library will not be responsible for any completed exams once they leave the Library's possession.

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