



# WHITBY PUBLIC LIBRARY

*doorway to discovery*

Policy Type:	Public		
Policy Title:	<b>Proctoring Policy</b>		
Authority/Created:	CEO	November 19, 2008	Date Revised:

The Whitby Public Library values and supports lifelong learning. Many students meet their educational goals through distance education. To support these endeavours, the Whitby Public Library offers proctoring services to enable students to write the tests and examinations that form an essential part of any course of study, including online exams. Computer use is subject to the *Internet Access Policy* of the Whitby Public Library.

Proctoring services are available to Whitby Public Library members in good standing. Proctoring is available at the Central Library during regular hours of operation, excepting Sundays, and is subject to the availability of authorized staff and resources and must not disrupt normal library operations. The library reserves the right to refuse to proctor examinations in instances where it interferes with operational requirements or in cases where they are deemed unreasonable or too burdensome to administer.

There are no fees for proctoring services. However, no costs are to be incurred by the Whitby Public Library.

The library will receive, administer and submit examinations but cannot provide direct supervision of students. The library cannot reserve study rooms or computer space for exam purposes.

It is the student's responsibility to ensure that the services and facilities provided by the Whitby Public Library meet the standards required by their institution and/or instructor. The library accepts no liability for its proctoring services. The student must sign an agreement stating they have read this policy and agree to its terms.

