

Student and Library Responsibilities for Exam Proctoring

Student Responsibilities

- When booking an exam, be prepared to offer the following information: your name, phone number and email address; the organization's name; the length of the exam; and the preferred date and time for the exam. **There is a fee for proctoring.**
- Schedule your exam at least two weeks in advance of the test date. Rooms are booked on a first come, first serve basis and no special exceptions are made for exams. Exams must take place during regular library hours, and must be completed half an hour before the library closes.
- It is the student's responsibility to ensure that the library's exam proctoring service meets the testing requirements outlined by their institution. Note that staff members do not provide constant invigilation. Please refer to the Library's Responsibilities.
- Students are responsible for contacting the institution and having exam materials sent to the proctor. This includes instructions and passwords for online exams. If the institution does not contact the proctor at least one week before the exam, we reserve the right to cancel your exam booking.
- Students are responsible for letting staff know what software, including version, is required to complete an online exam. The Library may not be able to accommodate all software requests.

ACTON BRANCH

17 River Street
Acton, ON L7J 1C2
519-853-0301 | 519-853-3110 (fax)

www.hhpl.on.ca
askus@haltonhills.ca

GEORGETOWN BRANCH

9 Church Street
Georgetown, ON L7G 2A3
905-873-2681 | 905-873-6118 (fax)

- On the exam day, students should plan to arrive at least 10 minutes before their scheduled exam time. If you arrive late, the library cannot guarantee that your allotted time will be extended.
- Students will be required to show a piece of photo I.D. prior to beginning the exam. The name on the I.D. must match the name on the exam documents.
- Students are responsible for covering all costs related to the exam including, but not limited to, room rental, copying, and postage. **Room rental costs must be paid 7 days in advance of the exam.**
- Students are encouraged to bring only the essentials needed for the exam. Any materials not permitted in the exam will be removed from the room including but not limited to purses, smart phones, etc.

Library's Responsibilities

- The library will provide space, if available, for the writing of the exam. The library will provide a secure space for items not permitted during the exam. Students are encouraged to bring only the essentials to the exam. Please note that there is no enforced quiet zone, although excessive noise is discouraged.
- The library will provide a staff member to supervise the exam. Please note that staff will not continuously invigilate the exam. Instead, staff will monitor the student based on a roving reference model.
- The library will provide a staff member to receive the exam, supervise the exam and return the exam to the institution.

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- The library will provide a laptop if needed for online exams. No additional software will be installed on library-owned laptops. See Student Responsibilities regarding software and versions.
- The library will not incur any costs for copying, postage or room rental.
- The library retains a record of the student's personal information for one year beyond the exam date. Exam information is not retained.

Student Consent

I have read and agree to the Student and Library Responsibilities for Exam Proctoring as outlined in the terms and conditions. I understand that I am providing consent for the Library to use my email address to communicate detail regarding the proctoring of this exam.

Signature: _____ Date: _____

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