



## INVIGILATION POLICY

The Arnprior Public Library supports the lifelong learning goals of the community. To support these goals, the Library offers invigilation services to enable students to write tests and exams.

## GUIDELINES

1. Invigilation services are available during regular hours of operation and are subject to the availability of authorized staff and resources.
2. The Library provides laptops for on line exams.
3. It is the responsibility of the student to contact the Library directly to book an exam.
4. The Library staff member invigilating the exam does not observe students during the examinations, but will monitor their progress regularly.
5. It is the student's responsibility to ensure that the service provided by the Library meets the requirements of the institution or company and to ensure that exams are received in time for the scheduled appointment. The Library will not provide reminders or notifications for an approved exam.
6. The student must meet all the identification requirements of the institution.
7. The Library will not be liable for any missing items, papers, samples or other documents related to the exam. Additionally, the Library is not responsible for any unforeseen test interruptions due to loss of power or connection.
8. The Library cannot proctor online exams that require the installation of special software or modification of existing computer settings; and the Library cannot troubleshoot log-in and authentication issues.
9. The Library accepts no responsibility for any additional charges involved in proctoring (e.g. photocopies, mailing or faxing charges). Any such costs are borne by the student.
10. Rescheduling of exam appointments is subject to approval and availability of Library staff and resources.
11. There is a \$35 invigilation fee for each exam, payable by cash or cheque at the time of writing.