NIAGARA FALLS PUBLIC LIBRARY	DATE EFFECTED: September 18, 2024 DATE REVISED:	PROCTORING POLICY
Associated Documents: N/A		

PURPOSE

The Niagara Falls Public Library supports the lifelong learning goals of the Niagara Falls 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.

CONDITIONS

Proctoring is subject to the following conditions:

- 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.
- Students must meet all the identification requirements of the institution.
- Exams are to be arranged through a Librarian and can be written at the Victoria Avenue Location during regular operating hours, provided that there is a qualified employee available.
- Exams must be completed **30 minutes** before closing.
- The Library will not accommodate an exam if it cannot meet operational conditions outlined by the institution.
- The Library is not responsible or liable for any missing items, papers, samples or other documents related to the exam.
- The Library may accommodate requests for online examinations using Library hardware, provided that appropriate equipment is available and it meets the requirements of the educational institution. Students may also use their own laptop computer and the Library's Wi-Fi if permitted by the educational institution. The Library will not be held responsible for any malfunctions of its equipment or Internet connection.
- 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.
- The individual proctoring the exam does not monitor students during the examinations.
- Exams must be sent to the Library at least 24 hours in advance of the date of the exam, and the Library will return the completed exams to the institution as appropriate. There is no fee for this service, but should the institution provide remuneration, this fee must be payable to the Niagara Falls Public Library.