

# Policy Title: Invigilation of Examinations

## Intent

Georgina Public Libraries support lifelong learning and endeavor to support distance education students by proctoring the writing of examinations.

## Regulations

1. Invigilation of examinations is available to residents or students from Georgina, as well as Whitchurch Stouffville, East Gwillimbury, King, and Markham who have reciprocal borrowing agreements.
2. Fee for service is \$50 per session
3. Library premises may be used by individuals or groups for the writing of examinations provided the conditions set by the exam setting institution or agency can be met without undue disruption to the library's normal functions, and within the normal working hours of the qualified proctor.
4. Arrangements to write an exam must be made with the Librarian in advance.
5. Cost of invigilation of an exam is \$50.00. The library will accept no out-of-pocket costs. Any costs for copying, postage etc. must be borne by the exam writer or the exam setting institution.
6. Information supplied by the student will be subject to the Municipal Freedom of Information and Protection of Privacy Act.

POLICY HISTORY:	
Initial Draft	November 22, 2006
Draft Presentation Review	June 28, 2007
Board Presentation:	August 16, 2007
Board Adoption:	August 16, 2007

