

# HALTON HILLS PUBLIC LIBRARY

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## 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 time and location for the exam. There is a fee for proctoring.
- Schedule your exam a minimum of ten 10 days in advance and allow 2-3 business days for a confirmation. Exam proctoring services are available on Fridays from 10:00 am – 1:00 pm and 1:30 pm – 4:30 pm.
- 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 library staff do not provide constant invigilation. Please refer to the Library's Responsibilities listed below.
- Students are responsible for contacting their institution and having exam materials sent to the proctor. This includes instructions and passwords for online exams. If the library has not received the exam materials one week prior to the exam date, the Library reserves the right to cancel your exam booking.
- Students must provide their own laptops as per institution approval. It is the students responsibility to install the proper software on their computer prior to writing the exam.

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#### ACTON BRANCH

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

[www.hhpl.on.ca](http://www.hhpl.on.ca)  
[askus@haltonhills.ca](mailto:askus@haltonhills.ca)

#### GEORGETOWN BRANCH

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

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- On the exam day, students should arrive at least 15 minutes before their scheduled exam time. If students arrive late, the library will not extend the allotted time.
- 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, proctoring fee, 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. Materials not permitted will be removed from the room including but not limited to purses, smart phones, etc.

## Library's Responsibilities

- The library will provide space for the writing of the exam as well as 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 periodically.
- 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 can provide a laptop if needed for online exams. No additional software will be installed on library-owned laptops. Students are encouraged to provide their own laptops or verify that the library laptop will meet their needs. See Student Responsibilities regarding software and versions.
- The library will not incur any costs for proctoring fees, copying, postage or room rental.
- The library retains a record of the student's personal information for one year. Exams and exam information is not retained.

## Student Consent

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

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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