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## North Grenville Public Library

Policy Type: **Services**

Policy Number: 4.11.2

Policy Title: **Exam Invigilation**

Policy Approval Date: April 11, 2013

Policy Review Date: April 2015

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The North Grenville Public Library offers exam invigilation for written exams or online exams. If the educational institution does not pay invigilation fees then there is a charge of \$30 for residents; \$35 for non-residents. If postage is not covered by the educational institution the student will be charged postal fees. The Library does not provide continuous monitoring of the student.

Invigilation requests must be submitted to the Library a minimum of two weeks in advance of the desired examination date. The student assumes all responsibility for making arrangements for the examination.

It is the student's responsibility to:

- Ensure that the date and time proposed are acceptable with the Library by filling out the application for use of the Second Study Room
- Contact his/her school with the name, title, qualifications, and address of the invigilator being proposed.
- Ensure that any forms required for the invigilator are received.
- Ensure that online exams do not require installation of special software or hardware on the Library's computers

On the day of the exam:

- Please arrive at least 5 minutes early
- Bring current picture ID (Ontario driver's license, student ID, etc.)
- Bring pens and/or pencils and any other authorized materials that the exam requires or allows you to use such as calculators, textbooks or notes (if applicable)

Requests for invigilation are considered on a case by case basis. Please contact CEO or designate.