

Exam Proctoring Policy

With the increase in distance education, libraries are increasingly asked to perform proctoring services. We are able to provide this service if the educational institution's requirements are compatible with our staff and operational factors.

Grande Prairie Public Library provides proctoring services for its resident cardholders. Photo ID is required for verification.

Fees:

If the exam is to be returned by mail, the student must provide a postage paid envelope, if not provided by the institution.

The Library is not responsible for any costs to receive or return any test materials. All fees and costs are the responsibility of the student.

If the exam has been provided by email or online and must be printed, the student will pay the printing costs. If the exam needs to be faxed the student will pay the fax costs.

Scheduling:

Anyone needing to have an exam proctored shall contact the Adult Services Desk (708 798-5563) or using department email Information@grandeprairie.org

Exams may be taken any time the Library is open depending on availability of staff.

Other Provisions:

Staff will fill out necessary forms in order to be approved as a proctor. Staff will not provide personal information such as driver's license or Social Security numbers.

We encourage the use of personal laptops to take the test as the number of hours that may be used cannot exceed 2 hours per day with a library card. A guest pass allows 1 hour of usage per computer for a fee.

Although staff discourages unreasonable level of noise in the Library, we cannot provide an area free of distraction.