

Examination proctoring service

To support the academic needs of residents of the participating municipalities of the Oxford County Library service area (namely: The Town of Ingersoll; the Town of Tillsonburg; Township of Blandford-Blenheim; Township of East-Zorra-Tavistock; Township of Norwich; Township of South-West Oxford; and Township of Zorra), select branches may provide exam proctoring service.

Please note: We do not have the capacity to dedicate a staff member to sit with a student throughout the exam. Staff will ensure that the student is set up and will periodically monitor the student throughout the exam.

Fees and charges

No fee will be charged for the proctoring of exams, however, the student is responsible for all costs related to the delivery and return of the exam, including printing, copying, faxing, postage and courier costs.

The library accepts no responsibility for any charges incurred. **All expenses for copying, postage, etc. must be borne by the student or the examining institution. Payment is due before the library will submit the completed examination to the examining institution.**

Conditions

Proctored examinations should not exceed three hours in length.

Requests are subject to the availability of authorized staff and resources, including appropriate space. To arrange for proctoring, the student must submit a request in writing and authorized staff will follow up with them. Advance notice of at least three weeks is required.

The student is responsible for ensuring that the exam and all related paperwork is received by the library at least one week before the examination date.

The student is responsible for ensuring that the proctoring service provided by Oxford County Library meets the requirements of the examining institution.

The Library is not responsible for any unforeseen interruptions of the exam due to loss of power, Internet connectivity, or other event.