

<b>EXAM INVIGILATION</b>	
Purpose	To outline the parameters of the WMRL's exam invigilation service.
Scope	This policy applies to all patrons wishing to have an exam or other form of educational testing invigilated at any branch of the WMRL.
Definitions	None
Policy Guidelines	<p>The WMRL is pleased to provide invigilation services to any student in need of a third-party institution to supervise an exam, test, or other form of educational assessment.</p> <p><b>AUTHORITY to INVIGILATE:</b></p> <p>The authority to invigilate is vested only in the following staff positions: Director of Library Services; Programming and Outreach Librarian; and Branch Supervisor.</p> <p><b>STUDENT RESPONSIBILITIES:</b></p> <p>It is the responsibility of the student to contact the WMRL at least two weeks prior to the desired testing date to arrange a mutually agreeable time and date for the examination. The student is responsible for ensuring that the invigilation service provided by the WMRL branch meets the requirements of the institution issuing the exam. The student is responsible for ensuring that the exam particulars, such as printed exams, electronic exam materials, passwords or links, are delivered to the Library in time for the exam.</p> <p><b>WMRL RESPONSIBILITIES:</b></p> <p>It is the responsibility of the WMRL to return all requisite forms and permissions to the examining institution prior to the date of the exam. At the appointed date and time of the exam, the designated WMRL staff member will ensure the student has access to their exam (whether in paper or digital form) and that all specifications from the examining institution are met. If cheating is suspected during the course of the exam, the designated WMRL staff member will report the incident to the examining institution. After the exam has been written, it is the responsibility of the WMRL to return the completed exam to the examining institution in a timely manner.</p> <p><b>PHYSICAL ENVIRONMENT:</b></p> <p>Examination conditions vary at each branch of the WMRL, depending on facility constraints and staff working arrangements. The WMRL will, however, endeavor to arrange a quiet, undisturbed space in which the student can write. This space may or may not be a private room, depending on the branch. At no branch of the WMRL is it possible for a WMRL staff member to provide continual on-site supervision of the student.</p>

	<p><b>ONLINE EXAMS:</b></p> <p>WMRL branches have public Internet stations that may be booked for exams. The student is responsible for contacting the Library and booking the computer. If the exam will extend past one hour in duration, a request must be made in advance for additional computer time. Students using a public Internet station may not install software on Library computers.</p> <p>Wireless service is available to students wishing to use their own device. While Library staff may be able to provide some technical support, it cannot be expected. The WMRL is not responsible for any unforeseen interruptions of the exam due to loss of power or Internet connectivity.</p> <p><b>REMUNERATION for SERVICE:</b></p> <p>There is a \$10/hour cost associated with exam invigilation services at the WMRL. This fee may be paid after the exam has been completed, in accordance with the amount of time taken to write the exam. In cases where there are other significant costs associated with invigilating the exam (eg. extensive printing or courier expenses), the student and/or examining institution may be required to reimburse the WMRL for these expenses.</p>
Date of Approval	Approved by the Library Board on February 16, 2022, in effect immediately.