

Exams in the Library

Penticton Public Library is able to accommodate students wishing to write exams in the Library. Exam invigilation may be available, providing that the conditions required can be met without disruption of normal library services.

Students wishing to write exams in the Library must comply with the following:

- Students must speak with a Librarian for approval before listing the library with their educational institution. *Institutions must be informed of the library's procedures for invigilating exams.*
- Exams must be scheduled with a librarian a minimum of two weeks in advance of the date of writing.
- Exams can only be written at approved times. If a student arrives late, the time will be taken off the exam writing time or the exam must be rescheduled.
- Exams may only be written during library open hours and must be scheduled early enough in the day for the full exam to be written while the library is open.
- Exams will be written at a quiet table in the reading room.
- Online exams up to 60 minutes can be written on the Library's Public Access Computers. The Library's public computers have a 60 minute limit. Students must provide their own laptop if their exam will be more than 60 minutes.
- Library staff cannot guarantee exam conditions requiring constant surveillance, time keeping or any other form of policing.
- Exams that are not completed within the time specified by the educational institution will be returned immediately after the expiry of the time specified. Other exams that are not completed within 90 days of receipt will be returned to the educational institution.
- The library does not charge a fee for exam invigilation, but students are responsible for any fees or charges associated with the exam, including postage and courier fees. If the exam is emailed to the Librarian responsible for invigilating the exam, the student is responsible for any printing or scanning charge (\$0.25/page). Students must be prepared to pay the fee at the time the exam is written – cash only.
- It is the student's responsibility to arrange for the delivery of print or online exams and exam instructions to the Library prior to the scheduled appointment.

Exam date: \_\_\_\_\_

Please sign below to acknowledge that you have read and understand the conditions of exam invigilation at Penticton Public Library.

\_\_\_\_\_  
Student requesting Exam

\_\_\_\_\_  
Date

\_\_\_\_\_  
Invigilating Librarian

\_\_\_\_\_  
Date