



**Exam Invigilation is a service now available at the Côte Saint Luc Public Library. This service is being administered through the reference department.**

1. It is the responsibility of the student to **contact the library directly** to inquire about the availability of invigilation services. The specific date and time of the exam must be confirmed **at least two weeks in advance**. We will work with you to schedule the test for a time when the library is open to the public and sufficient staff is available.
2. The student must **complete an application form** and submit it to the reference desk for approval. A librarian will invigilate an exam only if the application has been approved.
3. A fee of **\$30 for library members, \$100 for non-members** per examination is payable at the time of the examination. Payment may be made by cash, cheque, interac or credit card prior to writing the exam. Please arrive **at least 15 minutes early** in order to ensure sufficient time.
4. For **all exams**:
  - 4.1. The library will not accommodate an exam if it cannot meet operational conditions outlined by the issuing institution.
  - 4.2. Examinations, instructions, and return information must be mailed directly to the library **at least one week prior** to the exam date by the issuing institution in order for library staff to certify it.
  - 4.3. The invigilation session **cannot exceed 4 hours in length**.
  - 4.4. You may not view the examination prior to the date/time arranged for taking the examination.
  - 4.5. Bring all necessary supplies, such as pens, pencils, and blank paper for your examination.
  - 4.6. Use only the resources indicated by the issuing institution while taking the examination. Additional resources, including the use of cell phones, are prohibited.
  - 4.7. Please arrive on time for your exam. If a student is more than 15 minutes late, the appointment will be canceled and the student must reschedule.
5. For **paper exams**:
  - 5.1. Examinations, instructions, and return information must be mailed directly to the library by the issuing institution in order for library staff to certify it. This must be done **at least one week prior** to the scheduled invigilation appointment.
  - 5.2. We cannot guarantee a controlled, private space in which to write exams. Staff will direct students to the quietest available spot, but the Library cannot accept responsibility for any disruption to the exam writing process. Students may be placed in an area where there could be a certain degree of noise and where there are other people in the vicinity. **The location will be determined by the library and is subject to change at any time.**
6. For **online exams**:
  - 6.1. Written guidelines must be included in the examination package provided by the issuing institution **at least one week prior** to the exam appointment.
  - 6.2. The library cannot accommodate an exam that requires specialized procedures such as the downloading of software to library's computers.
  - 6.3. Students will be provided with a laptop or given access to a public workstation. We cannot guarantee a controlled, private space in which to write exams. **The location will be determined by the library and is subject to change at any time.**
7. The library will not be liable for any missing items, papers, samples or other documents related to the exam.
8. The student is responsible for any incidental or additional expenses such as courier fees or postage charges.
9. The library will not provide reminders or notifications for an approved exam. It is the responsibility of the student to **arrive fifteen (15) minutes prior** to the start of the exam.
10. Exams must be **completed half an hour before closing**.

If you would like to know more about this service, please contact the reference desk by email at [reference@cotesaintluc.org](mailto:reference@cotesaintluc.org) or phone at 514-485-6900, ext. 4107.

