



Exam Invigilation Information for Students Okanagan Regional Library – Vernon Branch

Please read through these instructions carefully. Residents or students currently residing in the Okanagan area **must have a valid library card** at the time of booking. To apply for a library card, please bring personal identification and proof of address to any branch of the Okanagan Regional Library or register for a card online at www.orl.bc.ca/using-the-library/E-card-station

Exam Invigilation Schedule

Exams can be booked at the following days and times:

Tuesdays	5:15 pm	
Wednesdays	10:15 am	5:15 pm
Thursdays	5:15 pm	
Fridays	10:15 am	
Saturdays	11:15 am	

Exams can only be a maximum length of **3 hours**.

Booking Exams

Booking is done **at least 2 weeks** in advance. Shorter term bookings may be denied due to space limitations and limits on exam processing time. The Library invigilates both online and written exams (please confirm the **format of the exam** at the time of booking).

Please note that some institutions have strict invigilation requirements that public libraries cannot meet.

Process

Students are responsible for all communication with their school. The student must fill out and send in their school's invigilation form.

The school will typically contact the Library to confirm the exam invigilation request. **It is the student's responsibility to contact the Library to book a time for the exam.** If the school has special requirements for start times, we may not be able to accommodate the exam request.

Related Costs

The Library does not charge for invigilation. However, students are responsible for the following costs:

- Printing of e-mailed exams (\$0.25 per page)
- Pre-paid Express Post envelope (check first if the school provides a PREPAID envelope)

Return Postage Requirement

It is the student's responsibility to know if the school requires return postage. Library staff will not purchase postage on behalf of students. We require that a pre-paid trackable Express Post or courier envelope be provided for the return of the exam, if one is not supplied by the school. Stamps are not accepted.

Exam Writing Conditions

While writing exams at the Okanagan Regional Library, Vernon Branch, students will be in an open public setting. Surrounding noise from other library users will be evident. If this will distract you, please find another location or bring noise cancelling headphones or earplugs.

Library proctors are not available to observe students at all times. Periodic checks on student activity will be made.

Online Exams

The Library prefers that students bring their own laptop to write online exams and we **require it for any exam that needs special software**. A library computer can be provided upon request.

Questions? Contact the Vernon Branch at 250-542-7610 ex. 6820 or vereference@orl.bc.ca