



Exam Invigilation Information for Students Okanagan Regional Library – Kelowna 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.

*****PACIFIC RIM & Thompson River University:** All exams must be written by hand per the restrictions of the school. If you have questions or concerns reach out to Pacific Rim.

Exam Invigilation Schedule

Exams can generally be booked at the following days and times:

Mondays	10am	2pm	5pm
Tuesdays	10am	2pm	5pm
Wednesdays		2pm	5pm
Thursdays	10am	2pm	
Fridays	10am	2pm	
Saturdays	10am		

Library programming will occasionally mean some exam dates/times are unavailable.

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

Booking Exams

Booking is done **at least 2 weeks** in advance. The Library invigilates both online and written exams (the Library must be notified as to the **form of the exam** at the time of booking).

Students are responsible for all communication with the school. Please be aware some institutions have strict invigilation requirements that public libraries cannot meet. Leave yourself time to make other arrangements if you have not written with us before.

Students must contact the library 1 – 2 days prior to the exam date booked to ensure the library has received the exam.

Process

The student must fill out their institution's invigilation form and send it to the institution.

The institution 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. Please be advised that if your school has special requirements for start times, we may not be able to accommodate you.

Related Costs

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

- Printing of e-mailed exams (\$0.25 per page)
- Postage. More information below

Return Postage Requirement

It is the student's responsibility to know if your school requires you to cover the return postage.

Library staff will not purchase postage on behalf of students.

We **REQUIRE** that you provide a **pre-paid trackable Express Post or courier** envelope for the return of your exam if one is not supplied by your school. Stamps are not accepted.

Exam Writing Conditions

Exams are written in the public area of the library within sight of the staff desk, staff do not sit with the student. There will be ambient noise from staff, patrons and potential programming. Please bring ear plugs if you are concerned about noise levels.

Online Exams

We prefer that you bring your own laptop to write online exams and **require it for any exam that needs special software**. If you must use a library computer, please indicate that when you book your exam.***

Questions? Contact the Kelowna Branch at 250-762-2800 ex. 2820 or klreference@orl.bc.ca