



GEORGETOWN PUBLIC LIBRARY (GPL) EXAM PROCTORING

In support of the Georgetown Public Library's mission to "create opportunities for lifelong learning", we proctor exams at no charge to **students who are resident GPL card holders in good standing**. TexShare card holders and non-resident GPL card holders are **not** eligible for this service.

Several certified librarians are available for proctoring, but the availability varies. All exams are administered by appointment only – no drop in exams will be allowed.

- **This is not one-on-one proctoring.** Testing is done in the area adjacent to the Reference Desk while the librarian performs regular duties. We cannot guarantee that the student will be monitored continuously, nor can we provide a private, completely distraction-free setting. The testing area is covered by CCTV. It is the student's responsibility to ensure that the facilities are adequate for their test taking requirements.
- To have an exam proctored, the student must first submit a completed *Student Request for Proctor* form (blank forms are available on the GPL web site or at the GPL). Once that is done, the student will be given the proctor's name & contact information. **It is then the student's responsibility to forward that information to their academic institution and request exam transmittal.**
- GPL is not responsible for exams that are sent without making prior arrangements. **It is the student's responsibility to confirm that the requested exam has been received.** If it has not, the student is responsible for following up with the school.
- The librarian will verify the identity of the student by requiring presentation of a photo id before administering the exam.
- The library can administer online exams. It is the student's responsibility to ensure that the library's computing resources are adequate for their test taking requirements.

- **The school or student shall provide a return envelope and adequate postage. If a commercial carrier, ie. FedEx or UPS, is used, the return mailer must include coverage of charges for scheduling special pickup service.**
- The library cannot assume responsibility for completed exams that are not received by the educational institution.
- Exams not completed by the student within thirty days of receipt by the library will not be retained unless the student has made prior arrangements.
- We reserve the right to substitute a proctor in the event the original proctor becomes unavailable.
- Please keep in mind that if you arrive late you may be asked to reschedule depending on the exam's length and the proctor's schedule.
- The proctor will not sign a proctoring verification form that attests to more than what the proctor has been able to do.
- We are unable to offer proctoring for periods in excess of 2 hours.
- We are unable to offer proctoring for real estate exams.

Proctor qualifications and test-taking requirements can vary greatly; therefore, all test-taking requirements and proctor qualification standards must be received from the issuing educational institution **before** any tests can be scheduled. Scheduling must be completed **48 hours in advance** of the actual exam appointment.

If we are unable to accommodate your needs within these guidelines, we can refer you to other proctoring entities within the Central Texas area. Some of these services may charge fees or require residency for their services.

Please feel free to contact our Proctoring Coordinator, Ann Evans, at ann.evans@georgetown.org or 512-930-6614.