



## 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 or non-resident GPL card holders in good standing who have been members for at least three months.

- 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. It is the student's responsibility to ensure that the physical 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.

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.

The designated times for taking a proctored exam are:

Sunday	2pm – 4pm
Monday	5pm – 7pm
Wednesday	4pm – 6 pm
Thursday	11am – 1pm
Saturday	9am – 11am

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, Suzette Davidson, by phone at 512.931.7615 or email her at: [sdavidson@georgetowntx.org](mailto:sdavidson@georgetowntx.org)