



EXAM PROCTORING AT THE GEORGETOWN PUBLIC LIBRARY (GPL)

In support of the Georgetown Public Library's mission to "create opportunities for lifelong learning", we offer the service of proctoring exams at no charge to the student. We request your understanding on the following points:

- 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.
- To have an exam proctored, the student must first complete a *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 follow up to confirm that the requested exam has been received.
- The librarian will verify the identity of the student by requiring presentation of a photo i.d. 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 library requires that all associated expenses (including postage costs) are borne by the school or the student.
- We reserve the right to substitute a proctor in the event the original proctor becomes unavailable.

This service has become so popular with the community that it has become necessary to: (1) designate the times when this service will be available; and (2) require that scheduling be completed 48 hours in advance of the actual exam appointment.

The designated times for taking a proctored exam are:

Sunday	3pm – 5pm
Monday	5pm – 7pm
Tuesday	5pm – 7pm
Wednesday	4pm – 6 pm
Thursday	9am – 11am and 4pm – 6pm
Saturday	9am – 11am

In certain circumstances it may be possible to schedule a proctored exam by making prior arrangement with the Proctoring Coordinator. Exam sessions are limited to 2 hours per day unless prior approval is received from the Proctoring Coordinator.

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.

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.

If we are unable to accommodate your needs within these guidelines, we can refer you to other proctoring entities within the Austin 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