



# GREENSBORO PUBLIC LIBRARY

## PROCTORING GUIDELINES

Proctoring of exams is a fee based service offered by the Greensboro Public Library at the Central Library, Hemphill Branch and the Kathleen Clay Edwards Family Branch. All GPL proctors can provide proctoring for the paper or web-based exams. Proctoring is available on a limited basis, however, and needs to be scheduled in advance to help ensure the availability of a proctor. Additionally, please consider the following:

1. From start to finish it usually takes two weeks to coordinate with your institution, receive materials and information, book a study room, etc. Please request a proctoring session a minimum of 1 week in advance of your testing date.
2. **Read below** about how Greensboro Public Library staff can proctor tests, then check with your institution to make sure our proctoring procedures will meet your needs.
3. **GPL charges** a \$25.00 fee for proctoring each test and a \$2.00 cancellation fee if a test must be rescheduled or canceled.
4. Test-taker must call the preferred branch to request/schedule test proctoring.

### **Greensboro Public Library will:**

- Provide a room for test-taking.
- Schedule a library staff member to proctor the test. The Library staff will not be able to continuously observe the student.
- Proctors will enforce any time limits or other rules set forth in exam materials but will not sit with the student for the length of the exam.
- Provide a laptop if needed as long as the student has a valid GPL library card and photo ID.
- Receive paper tests from the institution and mail them back if required with prepaid postage.
- Sign any necessary documents indicating that the test was proctored.

### **Greensboro Public Library will NOT:**

- Retain student academic files on our hard drives.
- Sit with or monitor students continuously for the entirety of the exam.
- Guarantee complete quiet or privacy due to the frequency and varied use of the Library.
- Provide proctor's personal information, such as Social Security Number.

**If these services are not acceptable to the institution, the student and institution should make arrangements for other proctoring options.**

### **The student will:**

- Ensure that GPL's proctoring services meet the requirements of the educational institution. This should include technical specifications if the test is administered online.
- Contact the proctor at least three days before the scheduled test to ensure that the institution has contacted the proctor and provided information and/or materials for each exam.
- Present a photo ID before the start of the test and leave cell phone in car or turn phone off and give to proctor to keep during test.
- Pay for the proctoring service at least 15 minutes before the start of the test with cash or check. Must present receipt to proctoring staff.
- Pay a \$2.00 cancellation or change fee if the student cancels or reschedules the test.

**Request for Proctor Form:**

Name of Student \_\_\_\_\_

GPL Library Card Number: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Institution: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Website: \_\_\_\_\_

Special instructions: \_\_\_\_\_

\_\_\_\_\_

For library use: \_\_\_\_\_ date request received \_\_\_\_\_ room booked \_\_\_\_\_ payment received

\_\_\_\_\_ received passwords, materials from institution \_\_\_\_\_ Laptop needed