GPRO Proctor Guidelines
Updated August 2019
Welcome!

Dear Certified GPRO Proctor,

Welcome and thank you for becoming a GPRO Proctor!

Certified GPRO Proctors are essential to the success of GPRO. By providing this service, you are helping building professionals and tradespeople become GPRO Certificate Holders. Students who complete GPRO courses, study the GPRO material, and pass the corresponding exams will be positioned to meet the expectations of owners and tenants who want healthier, sustainable, and more efficient buildings.

As a GPRO Proctor, your ultimate responsibility is to ensure that exam conditions are fair and uniform throughout the country.

Thank you for making this valuable contribution to greening the workforce.

We look forward to working with you!

GPRO
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Responsibilities

Proctors are expected to follow all GPRO procedures as stated in these Guidelines and the GPRO Proctor Agreement at all times.

1. GPRO Proctor Standards:
   a. Dress professionally and maintain the utmost integrity and honesty when acting on behalf of Urban Green Council and the GPRO program.
   b. Proctors must ensure the security of the exam booklets at all times. Discussion or copying of the test questions is strictly prohibited.
   c. Proctors must avoid all conflicts of interest, and all appearances of a conflict of interest, when exercising their duties as Proctors.
   d. Any noted or suspected irregularities or compromising of the exam or testing process may result in the Proctor losing eligibility to proctor exams, among other potential consequences.

2. Responsibilities Prior to Exam Day:
   a. Notify GPRO if the appropriate exam materials are not received two business days prior to the exam session. Exam materials should include the following:
      i. Proctor Instructions
      ii. Sign-in Sheet
      iii. Answer Sheets + Evaluations
      iv. Exam Booklets
      v. Exam Administration Form

      If any materials are missing, contact GPRO or print from the Proctor Portal on gpro.org.
   b. Review the GPRO Exam FAQs and prepare to answer questions at the exam session (FAQs can be found on the Proctor Instructions sheet).

3. Maintaining Test Security During the Exam:
   a. Your responsibility as a GPRO Proctor is to protect the integrity of the exams and testing process, which requires that you adhere to the following protocols:
      i. Only the Certified GPRO Proctor designated on the exam registration is permitted to administer and proctor that scheduled exam. This explicitly excludes both the GPRO Partner and Instructor from handling the exam.
      ii. The Proctor must remain in the room during the entire time of the exam and ensure that the exam or testing process is not compromised.
      iii. Monitor candidates by walking around the room periodically and observing candidates while sitting at the front of the room. Use the Exam Administration Form to record any instances that took place during the exam.
iv. If it is noted that the exam session is compromised (i.e. observed cheating, cellphone usage, removal of an exam booklet etc.), GPRO will ask that you document details of the situation that occurred during the exam to be used as verification to the Delivery Partner and student(s) involved with the incident.

b. Copying of questions in part or whole by the candidate, Proctor or anyone else is fully restricted. Report any attempt to copy the questions to GPRO immediately.

c. If you find a candidate compromising the exam and/or testing process (i.e. disruptive behavior, cheating, etc.), you are expected to end the candidate’s exam immediately, report the candidate to GPRO and mark the occurrence on the candidate’s exam form.

4. GPRO Student Evaluations

a. Course evaluations are on the other side of the Answer Sheet. Make sure students know to fill this out prior to leaving the exam session. Students may leave if and only if their exam booklets, bubble sheets, and completed evaluations are turned in to the Proctor.

5. Responsibilities After the Exam

a. Immediately after the official end time has passed, confirm that all exams and answer sheets are present and that no exam booklets are written on. If an exam booklet is damaged, mark the front of the booklet so GPRO can ensure that it’s pulled out of circulation for future sessions.

b. Complete the Exam Administration Form in its entirety and submit an invoice for services, if applicable.

c. Return all materials to Urban Green Council. All materials that were originally sent to the proctor must be returned—if anything is missing, contact GPRO as soon as possible and let the on-site contact know before leaving the venue. This is especially important in the case of missing exam booklets.

i. Sending the packet via UPS, FedEx or another trackable entity within 24 hours of the exam session. This should be coordinated with the Delivery Partner. DO NOT use USPS.

6. Emergency Procedures

a. In the event of an emergency, Proctors are expected to exercise reasonable judgment and describe details of the situation on the Exam Administration Form and notify GPRO after the session. If an exam is interrupted for any reason, if possible, collect exam booklets prior to leaving the room. Do not allow students to leave with exam materials. If allowed to return, resume exam and add additional time equivalent to the loss to make up for the interruption.