



## GPRO EXAM SESSION INSTRUCTIONS

75 min. session - updated June 2021

Prior to the exam session, **please confirm that ALL of the following materials are in this package:**

- 1) Exam Administration Form: 1
  - 2) Sign-In Sheet: 1 for entire class
  - 3) Exam Booklets: 1 for each registered student
  - 4) Answer Sheets & Course Evaluations: 1 for each registered student
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### INSTRUCTIONS:

- 1) **Set up at least 15 minutes prior to the exam session start time**
  - a. Use your best judgment to rearrange desks or separate students to prevent cheating.
  - b. Students are welcome to study until the exam session start time.
  - c. Count the number of exams and answer sheets to fill out the top of the Exam Administration Form.
- 2) **When it is time to begin, inform students of the following:**
  - a. THIS IS AN OPEN BOOK EXAM.
  - b. Direct students to have the materials they would like to reference during the test ready, such as notes or their workbook.
  - c. Students are preferred to take the exam with a pencil, but they may also use pen.
- 3) **Distribute Sign-in Sheet**
  - a. Pass around the sign-in sheet.
  - b. Have them fill out their information clearly and accurately; their exam results will be sent via email. If a student does not have an email address, please assure the student that Urban Green will coordinate exam results delivery with the Partner. Please also clearly indicate that the student does not have an email address on the sign in sheet.
- 4) **Distribute Exams**
  - a. Distribute one exam and one answer sheet per student.
  - b. Instruct them not to open the exams yet.
- 5) **Exam Rules (read aloud):**
  - a. You will have **75 minutes** to complete the exam. Do not open your exam until I announce time has begun.
  - b. If you have not done so already, please silence cell phones and all other electronics.
  - c. When you finish your exam, complete the evaluation on the other side of your answer sheet. Then please turn everything in to me, one at a time, and in separate piles for each document. Once everything has been turned in, you may leave quietly.
  - d. There is only one correct answer for each question. Any questions with more than one answer filled in will be marked wrong, and any questions left unanswered will be marked wrong.

- e. Cheating will not be tolerated. Although the exam is open book, it is an individual exam. Anyone conducting suspicious behavior will be given one verbal warning. After a second warning, the incident will be documented and reported to Urban Green. Students involved in a cheating incident will not receive their grades and will be banned from future GPRO Exams.
- f. Please take time now to read through all of the instructions on the front of your Exam.
- g. Does anyone have any questions? (If so, see FAQs below.)

**6) Set your timer for 75 minutes and announce that time has begun**

- a. Write the start and end time on a board at the front of the room, if possible.
- b. Give them a 15-minute warning and a 2-minute warning at the end.
- c. Keep an eye out for any forms of cheating. If behavior continues after a warning, record the student(s) name(s) and a description of their behavior on the Exam Administration Form.

**7) Turning in Exams:**

- a. As students finish, have them turn in all materials. We suggest creating separate piles for the exam booklet and the answer sheet so you can account for each student placing their individual materials in each. Check that they have completed the evaluation on the other side of the answer sheet.
- b. Before students leave, review their exams to confirm they have answered all questions and added their contact information. If anything has not been completed properly, offer the student the chance to fix it, if time allows.
- c. Collect any remaining exams when time is up.
- d. Put **all materials** back in the envelope. **All materials that were originally in the envelope must be returned to Urban Green. If something is missing, contact Urban Green and the on-site contact before leaving the testing room.**

**8) Complete the Exam Administration Form** (remember to document any cheating incidents).

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**FAQs:**

**Q:** What happens if a student is using pen and wants to change their answer?

**A:** They should "x" out the wrong answer and fill in the right one.

**Q:** What is a passing score?

**A:** At least 80%, or 40 questions

**Q:** When will students receive their exam results?

**A:** Within two weeks via e-mail.

**Q:** What happens if you fail?

**A:** Students can retake the exam one time; an exam re-take fee may be charged. If they fail a second time, they must re-take the entire course before taking the exam again.

\*During the exam, you are not permitted to answer any questions about the material, only about exam administration.

\*Please direct students to gpro.org for any unanswered questions about the GPRO program.