

Test Site Responsibilities

To ensure we reach as many potential GPC candidates as possible, the GPCI Board of Directors will support the efforts of local AAGP Chapters and other professional organizations to host GPC examinations in regional locations throughout the United States. To ensure the quality and reliability of each test experience, GPCI will accept only those potential hosts who satisfactorily respond to the [Test Site Selection Criteria](#).

Following are a number of points related to hosting a GPC exam, points which may help your chapter or organization determine whether test administration is for you. This list is certainly not all-inclusive, and just as certainly, you will not be alone during this process. At the end of the day, the exam is the responsibility of GPCI; local groups, however, will play a critical role in reaching grant writers worthy of the GPC credential.

1. The facility should be suitable for test administration. That is, it should have appropriate accessibility; sufficient restrooms; a registration/greeting areas; room for the intended number of test takers; etc.
2. To ensure appropriate administration of the exam, at least one test “proctor” must be available in your area to actually administer the exam. A GPC in good standing can be trained and supported for this role.
3. The site should be conducive to test-taking. It should provide a quiet and comfortable atmosphere for the candidates. A classroom located next to a gymnasium likely would not be seen as a good site. (Note: Your local GPCs will be quite helpful in determining an appropriate facility.)
4. While GPCI is concerned about the economics of the test administration, we do not expect local groups to pick up the entire expense of the local administration. We have budgeted for each testing event. Therefore, we encourage you to submit a proposal that is realistic but economical. A proposal that includes a donated facility with cheap or free computers is likely to be considered more favorably than one that has a high facility rental cost and computer expense. Still, to be clear, GPC will indeed cover necessary expenses of each test administration.
5. Should we accept your proposal, we will certainly enter into more detailed discussions with you as the date nears. There are many details to be worked out, and we will support you throughout the process. After all, this is our exam! You are doing us the favor, and we truly appreciate it!
6. The exam should be given on a single day and will take a full business day. The multiple choice section is for four hours; we allow 90 minutes for the writing section. You may certainly “piggyback” the writing portion to make full use of available computers. In other

words, half of the candidates may complete the writing section at the 1:00 sitting, the rest may be seated for that section at 3:00.

7. It will be your responsibility to find/secure the facility; arrange for all marketing; verify identities of the candidates on site; secure the exam documents before, during and after the exam; solicit and coordinate volunteers; upload/retrieve test documents; provide for computer set-up (no Internet, for example); return the exams as instructed; and more.
8. All requests by chapters/organizations to administer the GPC examination will be considered on a case by case basis. The GPC Board and/or the Test Administration Committee may also choose to accept a chapter/organization as a host but request a change of date based on proposals already received/approved or other factors.