

American Institute of Constructors

Constructor Certification Commission Document No. 11

Examination Administration Procedures

Introduction – There are two categories of certification examination sites. The first are Kryterion Testing Centers and the second are those at educational institutions and other entities approved by the Commission. For the first category, the administration of both certification examinations is conducted by Kryterion Testing Centers in accordance with its manual entitled “Kryterion Testing Network Kyterion Testing Standards” which has been reviewed and approved by the Constructor Certification Commission as meeting its Policies on testing.

This document contains the procedures to be followed by all examination sites falling into the second category administrating the AC examination in a site-proctored environment using either a paper/pencil or online examination. Since some of the specifics of administering the AC examination in a paper/pencil format will differ than using an online format and some are the same, unless noted otherwise in this document, the procedures will be the same

Before the Examinations

Checking Examination Materials

Examination testing materials are shipped about two weeks before the date of the examination. When you receive the shipment of test materials from the CCC, please check the contents against the shipping slip to be sure everything is correct. The shipping slip will tell you how many of an item is in the package.

All Testing Sites should receive the following documents in their shipment. The Shipping Slip will indicate the quantity of each. **SAVE THE BOX CONTAINING THESE MATERIALS FOR A RETURN SHIPMENT AFTER THE EXAMINATION.**

- Examination Booklets – ***not for online examinations***
- Examination Exhibit Booklets
- Answer Sheets – ***not for online examinations***
- Candidate Comment Forms – ***not for online examinations. Candidates can make comments online***
- Examinee Surveys
- Proctor Surveys
- Incident Report Forms
- Late Candidate Contractual Agreement Forms
- Proctor Agreement Forms

Check shipments of test materials within 24 hours of receipt to verify that the full shipment has arrived and is free from tampering or damage. Please report receipt of test materials and any irregularities to Brandon Pezzino at 856-424-7222, ext. 325 or email at bpezzino@Talley.com.

Test Security

Security of test materials is the single most important factor for any professional testing program. It is the chief responsibility of the Examination Site Administrator to safeguard all test materials from the time of receipt until they are returned. Tests must be kept in a locked, secured area.

The examination materials are confidential. No one is permitted to review them except the candidates at the time of the testing session. Copying, transcribing, or removal of test materials is strictly prohibited. Any breach of security must be reported at once to Brandon Pezzino at 856-423-7222, ext. 325 or email at bpezzino@Talley.com.

All examination materials must be returned in accordance with procedures outlined in this document, preferably immediately after the exam or the next feasible workday.

Every proctor should read and sign the Proctor Agreement Form. Please make copies of the form if more are needed.

Proctors

Use the following table to determine the minimum number of proctors needed:

- 1-25 candidates - 1 proctor
- 26-55 candidates - 2 proctors
- 56-85 candidates - 3 proctors
- 86-115 candidates- 4 proctors
- >115 candidates – 1 additional proctor for each additional 25 candidates

Proctors should be highly visible during the entire examination. They should walk around the room frequently to guard against cheating, the copying of questions and answers, the removal of any pages from the test booklet, when used, and other irregularities. All irregularities must be noted on the Incident Report form.

The Constructor Certification Commission requires that all proctors be trained in their examination responsibilities **before** the testing date. The proctor training can be arranged by contacting Brandon Pezzino at 856-424-7222, ext. 325 or email at bpezzino@Talley.com.

Candidate Rosters

A preliminary roster of candidates scheduled to sit for the AC examination at your Test Site will be provided in the shipment of testing materials. The Examination Site Administrator should review these rosters as soon as possible after receiving them to be sure that all of the names appear on the roster correctly so no names are missing. In the case of missing names or names of unknown individuals, the Examination Site Administrator should contact the CCC. The roster will also indicate the date, time and campus location for the examination. Please review this information for accuracy and report any discrepancies to CCC immediately. An updated roster will be emailed to Examination Site Administrators at least 48 hours before the examination.

Pre-Exam Checklist

Examination Site Administrators should check the following:

1. When test materials arrive contact CCC to confirm receipt, and/or report and missing or damaged items
2. All test materials are stored in a safe, secured area prior to testing day
3. Site location rosters have been checked for accuracy; candidate names, exam location, reporting time, etc.
4. Any roster discrepancies are reported to CCC immediately

General Directions for Examination Site Administrators

All directions in this manual must be followed exactly to ensure that candidates in all testing sites are tested under the same conditions.

Remember: Under no circumstances is the examination room(s) to be left unattended by a member of the testing staff.

Room Set Up Guidelines

- The testing room must be a quiet, comfortable environment without distractions. Any disturbance that may affect performance of candidates should be noted on the Incident Report form
- Distance between candidates should be 2-3 feet. Ideally, candidates will have adequate space to accommodate all test-related materials and their calculators
- A wall clock should be available for candidates to view. The time remaining on the examination should be posted or announced at regular intervals
- Tobacco use of any kind – smoked, smokeless, vapor, other alternatives – is strictly prohibited
- Please have a number of extra pencils on hand in the examination room for candidate use

Examination Rules

- NO books or other reference materials may be taken into or removed from the examination room.
- Calculators must have trigonometry functions without alpha programmable capabilities. Hand-held battery or solar operated calculators are permitted. Calculators with printing or programming capabilities, alpha keyboards, or part of cell phones are not allowed. Candidates can bring small bags containing items for personal use such as tissues, medications, wallets, and bottled water
- Candidates must obtain permission to leave the examination room for a restroom break during the actual testing time by raising their hand. They must turn in their test booklet and answer sheet for paper/pencil examinations or surrender their computer for online examinations along with their cell phone before leaving the room. Only one candidate will be permitted to leave the room at a time. Note should be made on the Incident Report form if any candidate is out of the testing room for any unusual length of time
- All Electronic devices that can be used to record, transmit, receive, or play back audio, photographic, text, or video content, including but not limited to, cell phones, laptop computers, tablets, Bluetooth devices; wearable technology such as smart watches; MP3 players such as iPods; pagers, cameras and voice recorders are not permitted to be used in the examination room by proctors or candidates
- If a candidate completes the examination early and leaves the examination room, the candidate will not be allowed to re-enter the room until after the current session is complete

Examination Administration Details

- Do not directly accuse any candidate of cheating. If cheating is suspected, have another staff person verify your suspicion. If verification is made, move the candidate to another seat. Note the candidate's name and ID Number on the Incident Report form along with the names and ID Numbers of all other involved candidates. The Candidate ID Numbers can be found on the candidate roster provided prior to the exam.
- If a candidate has any defective examination materials, the proctor should replace them. In the case of paper/pencil tests, if a candidate has a defective test booklet, the proctor should replace it. The number on the defective booklet and the replacement booklet should be noted on the Incident Report form.
- Examiners/proctors should not, at any time, attempt to answer any candidate's questions regarding and exam content. Candidates should be advised to answer the exam question to the best of their ability and then note their concern on the Question Comment form for paper/pencil tests or the comment section for the online exam. When using Question Comment forms, they should be distributed at the start of the morning session, secured during the lunch break, and collected at the end of the afternoon session. Question Comment forms are double-sided; candidates can use one side for morning and the reverse for afternoon.
- Candidate ID Numbers are listed on the Examination Roster for candidates who do not bring their Admission Notices. They should be allowed to test as long as they are included on the candidate roster.
- If a candidate becomes ill and has to leave the exam, note the candidate's name on the Incident Report form. In the case of a paper/pencil exam, make sure that you tell the candidate that the answer sheet will be scored and the score reported to both the candidate and entered into the Constructor Certification Commission's records. Or in the case of an online exam, make sure you tell the candidate to submit their exam for scoring, and the score will be reported to both the candidate and entered into the Constructor Certification Commission's record.
- Examinee Surveys are completed online after the examination.
- Examination Site Surveys should be completed by the Examination Site Administrators and proctor(s). Please return the Examination Site Surveys with the examination materials.
- For the paper/pencil examination, every candidate should use the single Scantron Answer Sheet for the paper/pencil test. This will be used for both the Morning and Afternoon Session.
- In the case of paper/pencil examinations, candidates should sign the Examination Roster in the Candidate Signature space and initial the spaces for receipt and return of examination materials. The proctor should record the booklet numbers, record the times of receipt and return of Examination Booklets, and initial in the confirmation space.

Admission of Candidates

1. In the case of paper/pencil examinations, all candidates should present an Admission Notice from the CCC and a photo I.D. The Admission Notices are to be checked by the proctor(s) for the correct testing location. Collect the Admission Notices at the afternoon session and return with the test A
2. If a candidate does not have an Admission Notice, check the name against the Examination Roster. If the candidate's name is on the roster and presents a valid photo I.D., proceed with the admission process. Admission notices do not have to be signed. If you have any

questions regarding whether a candidate should sit for the examination call Brandon Pezzino at 856-423-7222, ext. 325 or email at bpezzino@Talley.com..

3. Each candidate taking a paper/pencil test is required to sign in on the line indicated on the Examination Roster.
4. LATE CANDIDATES: A candidate who arrives after the official start time will be allowed entrance after full verification of identification and the completion of a Late Candidate Contractual Agreement Form. By signing the agreement, the candidate understands they **will not** be given extra time. Any candidate who refuses to sign the agreement should **not** be permitted to sit for the exam and should be instructed to contact the Constructor Certification Commission to reschedule.
5. No visitors are permitted in the testing room(s).
6. Any irregularities (including suspicious behavior, damaged materials, illnesses, emergencies, etc.) should be noted on the Incident Report form.
7. The booklet numbers should be recorded on the Examination Roster. Also, proctors should record the times when exam materials are distributed and collected in the appropriate spaces on the Examination Roster.

Online Examination Launch Instructions

- Computer-based exams must **not** be launched by candidates until the proctor(s) instructs candidates to do so
- Internet access is required to launch exams
- Candidates must know the Webassessor username and password credentials created during the exam registration process to access the exam. Computer-based exams **WILL NOT BE ACCESSIBLE** without these credentials
- Prior to launch, ensure you have distributed the AC Examination Exhibit Booklets to candidates—these are reference materials necessary to answer certain questions.
- To launch individual candidate exams:
 - Instruct candidates to go to <https://www.webassessor.com/aic>
 - Instruct candidates to login using their Webassessor username and password
 - Once logged in, instruct candidates to click on ‘My Assessments’
 - Locate the “**Associate Constructor Exam - Online University ONLY**” exam and click on the “Launch” icon
 - Once launched, the exam must be completed within 8 hours (480 minutes)
 - All candidates must complete the exam prior to exiting the exam room
- Candidates will receive an immediate pass/fail result upon completion

Morning Session – Candidate Instructions

All directions appearing in **BOLD PRINT** are to be read verbatim to candidates:

When all candidates are assembled, Admission Notices checked, and seating has been arranged, say to the candidates:

Clear your desks of everything except your pencil and Admission Notice. Cell phones, and all other electronic devices, must be shut off and put away at this time. No one will be

permitted to receive or make phone calls while the examination is in session. If you need to use the restroom, you must first leave your test booklet, answer sheet, comment form, and cell phone with the Examiner. Scratch paper, reference materials, etc., are strictly prohibited. Be sure to use only a Number 2 pencil throughout this examination. No pen or markers of any kind are to be used. If you did not bring a pencil or if it breaks during the examination, raise your hand and you will be given one.

I will now distribute the answer sheets and comment forms. Do not make any entries on the answer sheets until I tell you to do so.

Distribute the CREAM answer sheets and comment forms to candidates. Then say:

In the space provided on the answer sheet, print your last name then your first name and then your middle initial. Leave a space in between each. (Pause)

Next, where the words “ID NUMBER” appear, enter the ID Number printed on your Admission Notice into the row of empty boxes on the answer sheet. (Pause)

Sign your name in the space provided. (Pause)

The comment form can be used to submit comments about specific questions on the examination. The same comment form can be used for both the Morning Session and Afternoon Session of the examination. Comments related to the Morning Session can be written on one side of the form and comments related to the Afternoon Session can be written on the reverse side. Be sure to write the respective Form Number in the spaces at the top of both sides of the form. Comment forms will be collected at the end of each Session.

The test booklets will be distributed individually. Keep your Admission Notice and present it at the afternoon session. Under no circumstance is anyone to open a test booklet until told to do so.

Note: Beginning with the spring 2017 administration of the AICCCC Level 1 (AC) Examination, there will only one booklet for the Morning and one booklet for the Afternoon sessions. Exhibits have been incorporated into the Examination Booklets.

Then say:

Now on Page 1 of your answer sheet, enter your name, candidate ID (found on admission notice), exam location, (SAY 5-Digit Code Aloud), and Date. (Pause)

Each multiple-choice question in this examination will be followed by four choices for an answer. Only one of these four choices is the correct or best answer. There is a number in front of every choice. For each question, notice the number in front of it. On the separate answer sheet, find the row corresponding to the question you are answering. In that row, blacken the space in the oval with the number that is the same as the one in front of the answer you choose. Be sure to fill in the oval completely.

This examination will be scored by machine, so be sure that your answers are on the separate answer sheet and NOT in the test booklet. Make your marks heavy and black by pressing down hard on your pencil and going over the mark two or three times. If you make

a mistake, erase completely the answer you wish to change. Use only a number 2 pencil in marking the answer sheet. Any scratch work should be done directly in the test booklet. Make no stray marks on the answer sheet.

You will have a total testing time of four hours, so you should have time to work on every question. Try to answer all the questions. If you are not sure of an answer, guess. Make certain that all requested information is included on the answer sheet.”

Now, read the AFFIDAVIT OF NON-DISCLOSURE on your test booklet to yourself. After you have finished, please print and sign your name and enter your ID Number on the line provided. (Pause)

When marking your answers, be sure to make the mark heavy and dark, filling the oval completely. Do NOT make X's, dots, circles, or checks. Be absolutely certain that you are marking your answers for the appropriate question.

Are there any questions?

After answering questions, say:

Now using your pencil, break the seal on your test booklet and begin work.

Time a maximum of 4 hours for the full morning examination. Check to be sure all candidates are marking their answer sheets correctly. Remaining time should be posted or announced at regular intervals. Candidates finishing before time is up are permitted to leave providing all answer sheets, comment forms, and test booklets are accounted for and they do not disturb other candidates.

After 4 hours, say to all candidates:

Time is up. Close your test booklets and remain seated until you are dismissed. Check to be sure your name, testing center, signature, and date appear on your answer sheet and that you have printed and signed your name on your test booklet.

Individually collect all answer sheets, comment forms, and test booklets. Check the answer sheets to be sure that all information is complete and filled in properly.

Make sure every answer sheet, comment form, and test booklet, is accounted for before dismissing candidates. Please verify that an answer sheet and comment form is received for each candidate that is taking the exam and that no answer sheets or comment forms remain in the used test booklets.

No one is allowed to examine test booklets, answer sheets, or comment forms after they have been collected.

Afternoon Session – Candidate Instructions

All directions appearing in **BOLD PRINT** are to be read verbatim to candidates:

When all candidates are assembled, Admission Notices checked, and seating has been arranged, say to the candidates:

Clear your desks of everything except your pencil and Admission Notice. Cell phones and all other electronic devices must be shut off and put away at this time. No one will be permitted to receive or make phone calls while the examination is in session. If you need to use the restroom, you must first leave your test booklet, answer sheet, comment form, and cell phone with the Examiner. Scratch paper, reference materials, etc., are strictly prohibited. Be sure to use only a Number 2 pencil throughout this examination. No pen or markers of any kind are to be used. If you did not bring a pencil or if it breaks during the examination, raise your hand and you will be given one.

I will now distribute the answer sheets, and, comment forms. Do not make any entries on the answer sheets until I tell you to do so.

Re-Distribute the candidates Answer sheets individually, checking their admission notice before handing the candidate their already used answer sheet. Call out the candidates name on the answer sheets and have them come to retrieve their sheet.

Then say:

Please review your answer sheet and ensure that you have in your possession the same answer sheet that you used in the Morning Session. If not, please raise your hand.

On the front of your Booklet, please read the instructions, sign and date the form.

The comment form can be used to submit comments about specific questions on the examination. The same comment form can be used for both the Morning Session and Afternoon Session of the examination. Comments related to the Morning Session can be written on one side of the form and comments related to the Afternoon Session can be written on the reverse side. Be sure to write the respective Form Number at the top of the form. Comment forms will be collected at the end of the Afternoon Session.

The test booklets will be distributed individually. Under no circumstance is anyone to open a test booklet until told to do so.

Distribute the AFTERNOON Test booklets individually.

Each candidate is to receive a test booklet. Booklets are to be distributed as follows:

Level 1 Afternoon Examination Booklet: Grey

Then say:

On Page 1 of your answer sheet, enter the 4 Digit FORM NUMBER that is printed on the upper left corner of your test booklet. (Pause)

Next, enter the booklet number that is printed on the upper right corner on your test booklet. (Pause)

This session is multiple choice. Please read each question carefully. You will see 4 possible answers below each question. On the Answer sheet, find the corresponding question and mark you answer.

This examination will be scored by machine, so be sure that your answers are on the

separate answer sheet and NOT in the test booklet. Make your marks heavy and black by pressing down hard on your pencil and going over the mark two or three times. If you make a mistake, erase completely the answer you wish to change. Use only a number 2 pencil in marking the answer sheet.

Any scratch work should be done directly in the test booklet. Make no stray marks on the answer sheet.

You will have a total testing time of four hours, so you should have time to work on every question. Try to answer all the questions. If you are not sure of an answer, guess. Make certain that all requested information is included on the answer sheet.”

When marking your answers, be sure to make the mark heavy and dark, filling the oval completely. Do NOT make X's, dots, circles, or checks. Be absolutely certain that you are marking your answers for the appropriate question.

After you complete the exam, please remain in the examination room to complete the brief survey of the examination process found on the back of your answer sheet. It will only take a few moments. You will be dismissed after your paperwork and exam booklets are accounted for.

Are there any questions?

After answering questions, say:

Now using your pencil, break the seal on your test booklet and begin work.

Time a maximum of 4 hours for the full afternoon examination. Check to be sure all candidates are marking their answer sheets correctly. Remaining time should be posted or announced at regular intervals. Candidates finishing before time is up are permitted to leave providing all answer sheets, comment forms, surveys, and test booklets are accounted for and they do not disturb other candidates.

After 4 hours, say to all candidates:

Time is up. Close your test booklets and remain seated until you are dismissed. Check to be sure your name, testing center, signature, and date appear on your answer sheet and that you have printed and signed your name on your test booklet.

Individually collect all answer sheets, comment forms, and test booklets. Check the answer sheets to be sure that all information is complete and filled in properly.

Make sure every answer sheet, comment form, and test booklet is accounted for before dismissing candidates. Please verify that an answer sheet and comment form is received for each candidate that is taking the exam and that no answer sheets or comment forms remain in the used test booklets.

NO one is allowed to examine test booklets, comment forms, or answer sheets after they have been collected.

When the test is over, test examiners should check off the candidate's name to indicate that the

candidate has turned in the test booklet, answer sheet, and comment forms.

You must account for each test booklet including those not used and must have two answer sheets for each candidate. When you have accounted for all of the test materials, place them where they are not accessible to any candidates. Before you leave the room, make certain all test materials are in your possession and that nothing is left behind.

Examination Administration Checklist

- Candidates whose names are on the roster, but do not have an admission notice may be admitted with photo ID.
- Late candidates must sign the LATE CANDIDATE AGREEMENT FORM. They do not get extra time to finish the examination.
- Candidates sign in on the Examination Roster; please also indicate the booklet serial numbers assigned to candidates as well as the time of receipt and return of booklets.
- Please have candidates fill out the Survey on the back of their PM answer sheets.
- Questions: Contact Brandon Pezzino at 1.856.423.7222 ext. 325 or bpezzino@talley.com.

After the Examination

Test Material Return

Return of Completed Answer Sheets and Forms – Do this first!

At the conclusion of the examination, all administrative reports are to be completed. ALL of the examination materials, used or unused, are to be packed and sealed.

The materials should be sorted for storage and shipment in the presence of two people as follows:

Please take the Answer Sheets, Examiners Report, Incident Report, Comment Forms, Late Candidate Agreements, and Proctor Forms and place them in to the provided USPS Priority Mail Envelope. Be sure the return label is affixed to the envelope. This should then be dropped off at the local USPS or Priority Mail Drop off location. **DO NOT DROP OFF AT A REGULAR MAIL BOX. IT MUST BE A PRIORITY DROPOFF.**

Sending these materials back right away will decrease the wait time for results.

Returning Text Booklets – Do this Last

Package the test booklets in the original shipment box and affix the included pre-paid shipping label. This can be dropped off at the local post office.

Post Examination Checklist

Answer sheets, comment forms, proctor surveys, and rosters should be sent back to AIC using the Priority Mail envelope and label provided AS SOON AS POSSIBLE after administration.

If you are missing the Priority Mail envelope, Priority Mail label, or USPS Return Label for booklets contact Brandon Pezzino at 856.423.7222 ext. 325 or bpezzino@talley.com.

Administrators do NOT have to pay for mailing costs. If the Post Office or UPS charge you directly for the return of any of the materials, please contact AIC for assistance.

Send ALL TEST BOOKLETS back to AIC using the pre-paid USPS label provided. If you are missing that label, contact AIC. It is imperative that all test booklets are returned in a timely matter to keep the test materials secure.

Results will be mailed to candidates about 4 weeks after the administration of the exam (usually the first week of May). If a candidate's mailing address change prior to the score reports being mailed, they need to update their address with AIC.

Reports will be emailed to Site Administrators 4 weeks after the examination as well. Mailing back the testing materials in a timely fashion will help facilitate timely score reporting.

Revision History:

Last Revision: 02/14/2022

OFFICE USE ONLY

DATE REC'D _____

REG _____ # REC _____

EXAMINER'S REPORT: Complete and mail with used answer sheets immediately after the testing session. Please verify that an answer sheet is received for each candidate that took the exam. Do not delay mailing the used answer sheets. Please make note of the tracking number, located in the upper left corner of the Priority Mail mailing label.

Associate Constructor Examinations

DATE _____

TESTING CENTER _____

TOTAL NUMBER OF CANDIDATES TESTED _____

EXAMINER'S NAME _____

ADDRESS _____

TEST MATERIALS

	Number Tested	Used Booklets		Unused Booklets	
		From	Through	From	Through
Level 1 Test Booklet Morning					
Level 1 Test Booklet Afternoon					

EXAMINER'S SIGNATURE