

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 Constructor Certification Commission (CCC). 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 Kryterion Testing Standards” which has been reviewed and approved by the CCC as meeting its Policies on testing.

This document contains the procedures to be followed by all examination sites falling into the second category administering the Certified Associate Constructor (CAC) examination in a site-proctored environment at Commission approved college and university examination sites.

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 Exhibit Booklets
- Examination Site Administrator and Proctor Surveys
- Incident Report Forms
- Late Candidate Contractual Agreement Forms
- Examination Site Administrator and Proctor Agreement Forms
- Preliminary Roster of Candidates

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. Test materials 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 administration of the exam or the next feasible workday.

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

The Examination Site Administrator and all Proctors must read and sign the Examination Site Administrator and 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 **exhibit** booklet, when used, and other irregularities. All irregularities must be noted on the Incident Report form.

Candidate Rosters

A preliminary roster of candidates scheduled to sit for the CAC examination will be provided in the shipment of testing materials. The Examination Site Administrator should review this roster as soon as possible after receiving it to be sure that all of the names appear on the roster correctly and no names are missing. In the case of missing or misspelled names or names of unknown individuals, the Examination Site Administrator should immediately contact Brandon Pezzino at the above noted telephone number. The roster will also indicate the date, time and location for the examination. Please review this information for accuracy and immediately report any discrepancies to Brandon Pezzino. An updated roster will be emailed to Examination Site Administrators at least 48 hours before the examination.

Pre-Exam Checklist

The Examination Site Administrator should check the following:

1. When test materials arrive contact Brandon Pezzino at the above noted telephone number or email 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 immediately reported to Brandon Pezzino.

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 Exhibit Booklets, scratch paper or other materials may be taken into or removed from the examination room. If scratch paper is needed by examinees, they can use the Exhibit Booklet and/or be provided by the Proctors(s).
- 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 surrender their computer along with their Exhibit Booklet and 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.
- Proctors should not, at any time, attempt to answer any candidate's questions regarding the exam content. Candidates should be advised to answer each exam question to the best of their ability and then note any concern they have in the comment section following for each question.
- All candidates should be allowed to test as long as they are included on the Candidate Roster AND have a valid photo ID.
- If a candidate becomes ill and has to leave the exam, note the candidate's name on the Incident Report form. Make sure you inform 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 Administrator and Proctor Surveys should be completed by the Examination Site Administrator and all Proctors and returned with the other examination materials.

Admission of Candidates

1. 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 unless prior approval was received during the examination application process for special accommodations. Any candidate who refuses to sign the agreement should **not** be permitted to take the exam and should be instructed to contact the Constructor Certification Commission to reschedule.
2. No visitors are permitted in the testing room(s). The exception is the Constructor Certification Commission assigned Examination Site Auditor if the site is selected for an audit.
3. Any irregularities (including suspicious behavior, damaged materials, illnesses, emergencies, etc.) should be noted on the Incident Report form.

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)
 - 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 and seating has been arranged, say to the candidates:

Clear your desks of everything except your pencils/pens. 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 surrender your computer along with your Exhibit Booklet and cell phone before leaving the room. Only one person will be permitted to leave the room at the same time.

I will now distribute the Exhibit Booklets. Please print your name on the booklet cover. You may write in your booklets including using it as scratch paper.

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.

If you have any comments relating to any one or more questions you are provided space following each question.

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.

If you finish the morning part of the examination before the end of the 4 hour allotted time, you may leave providing you leave the Exhibit Booklet with the Proctor.

Are there any questions?

After answering questions, instruct the candidates to begin the examination.

Time a maximum of 4 hours for the full morning examination. Remaining time should be posted or announced at regular intervals. Candidates finishing before time is up are permitted to leave providing all Exhibit Booklets are turned in and they do not disturb other candidates.

After 4 hours, let the remaining candidates know time is up and collect their Exhibit Booklets. No one is allowed to examine any examination materials 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, say to the candidates:

Clear your desks of everything except your pencils/pens. 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 surrender your computer along with your cell phone and Exhibit Booklets before leaving the room. Only one person will be permitted to leave the room at the same time.

I will now distribute your Exhibit Booklets. You may write in your booklets including using it as scratch paper.

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.

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.

If you finish the afternoon part of the examination before the end of the 4 hour allotted time, you may leave providing you leave your Exhibit Booklet with the Proctor.

Are there any questions?

After answering questions, instruct the examinees to begin the examination.

Time a maximum of 4 hours for the full afternoon examination. Remaining time should be posted or announced at regular intervals. Candidates finishing before time is up are permitted to leave providing all Exhibit Booklets are turned in and they do not disturb other candidates.

After 4 hours, let the remaining candidates know time is up and collect all Exhibit Booklets from them.

No one is allowed to examine any examination materials after they have been collected.

After the Examination

Return of Test Material

At the conclusion of the examination, all survey forms are to be completed and ALL of the examination materials, used or unused, are to be packed and sealed in accordance with the below instructions.

The materials should be sorted for storage and shipment as follows:

Package all of the completed and blank Incident Report Forms, Late Candidate Agreements

Forms, Examination Site Administrator and Proctor Survey Forms and Exhibit Booklets and ship back using the provided Fed Eed EX shipping label.

If you are missing the Fed EX label, contact Brandon Pezzino at 856.423.7222 ext. 325 or bpezzino@talley.com.

Please send the materials back as soon as possible after administering the examination.

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Revision History:

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