



# American Institute of Constructors Constructor Certification Commission Examination Site Administrator and Proctor(s)

One of the goals of the American Institute of Constructors (AIC) Constructor Certification Commission (CCC) is to ensure that the certification examination process occurs in a quality manner. Various activities associated with the examination process may impact the level of satisfaction of those involved including the Examination Site Administrators and Proctors.

To ensure that an effective working relationship between the Examination Site Administrator and Proctor(s) and the CCC is maintained it is important that a formal assessment take place following each examination.

### Instructions:

Please take the time to respond to the items below and return it to Professional Testing Corporation in the same envelope as the examinee satisfaction surveys. Each proctor should fill out one survey.

Site Code (Required)

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Date of Examination: \_\_\_/\_\_\_/\_\_\_\_\_

Name of Examination Site: \_\_\_\_\_

Name of Person Completing Form: \_\_\_\_\_

Role of Person Completing Form:       Administrator       Proctor       Both

On a scale of 1 to 5, with 1 being very unsatisfied and 5 being very satisfied, indicate how satisfied you were with the noted performance of the indicated parties. **For this survey, performance relates to such attributes as availability, timeliness of responses, and professional conduct.**

Item	Very Unsatisfied		Neutral		Very Satisfied
	1	2	3	4	5
CCC Staff Performance	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Testing Company Performance	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

### Comments:

If you responded to any of the items with a 1 or 2, please explain why below. Also provide any suggestions you have for improvements.

*Thank you.*

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