

American Institute of Constructors
Constructor Certification Commission Document No. 81
Examination Site Audit Form

The purpose of this form is to report the findings pertaining to the level of compliance to the Constructor Certification Commission examination site physical requirements list in Section 6 of Policy 3.2 – Examination Site Activities.

Instructions: The individual making the visit is to provide the following information, sign and date the form and return it to the Commission.

Name and Location of the Examination Site (Please provide organization name, city, state, name and room number of facility in which the examination is administered.):

Exam Site:

Exam Location:

Exam Site Code

Date of Audit:

Start Time:

End Time:

Examination Site Environment: During the Period of Observation:

1. Was the space quiet during the administration of the examinations Yes No
If not, please list the reason(s)

2. Was the environment well lit? Yes No
If not, please list the problem(s)

3. Were the examinees provided a comfortable place to sit and have adequate space for the examination materials? Yes No
If not, please list the problem(s)

4. Were there any distractions including posters or materials that could be helpful to the examinees?
Yes No

If yes, please list the distractions.

5. Was there any disturbances that may affect the performance of the examinees?

Yes No

If yes, please describe the disturbances.

6. Were there clearly marked exits and placard or documents posted outside of the examination space indicating an examination is in progress?

Yes No

7. Was there a clock that was visible to all examinees?

Yes No

8. Was the time remaining on the examination posted or announced at regular intervals during the examination period?

Yes No

9. Was there an empty seat or at least 36 inches of space between examinees in all directions?

Yes No

Please provide any general comments concerning the examination site:

Observer Name: _____

Observer Signature: _____

Date: _____

Revision History:

Last Revised: 11/17/2017