

## **American Institute of Constructors**

### **Constructor Certification Commission Policy and Procedures No. 3.3**

#### **Administration of Certification Examinations**

Policy – All activities associated with the administration of certification examinations by test site administrators and proctors will be in accordance with the procedures presented in this policy.

Responsibility – Examination Site Administrators and Proctors

Reference Commission Documents – Commission Document No. 11 - Test Administration Policies and Procedures

Procedures – The following procedures are to be conducted:

1. 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.
2. The administration of the certification examinations at Kryterion Test Centers are to be conducted in accordance with the Kryterion Global Testing Solutions manual entitled “Kryterion Testing Network Kyterion Testing Standards” reviewed and approved by the Constructor Certification Commission as meeting its Policies on testing.
3. The administration of certification examinations at other Commission approved examination sits are to be conducted in accordance with Commission Document No. 11 – Test Administration Policies and Procedures.

#### **Revision History**

Last Revision: 02/14/2022