

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). 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 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.**

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

Check

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 to (567) 423-7222 ext. 325 or email at bpezzino@Talley.com

- the examination room by Proctors or candidates
- x If a candidate completes the examination early and leaves the examination, the candidate will not be allowed to re-enter the room until after the current session is complete

Examination Administration Details

- x 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. Candidate ID Numbers can be found on the Candidate Roster provided prior to the exam.
- x If a candidate has any defective examination materials, the Proctor should replace them.
- x 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.
- x All candidates should be allowed to test as long as they are included on the Candidate Roster AND have a valid photo ID.
- x If a candidate becomes ill and has to leave the exam, note the candidate's name.

- during the exam registration process to access the exam. Computer based exams WILL NOT BE ACCESSIBLE without these credentials
- x Prior to launch, ensure you have distributed the AC Examination Exhibit Booklets to candidates—

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 with

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

If you are missing the FedEx

