

# 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.

<b>Site Code</b> (Required)	<input style="width: 100%; height: 20px;" type="text"/>	<b>Date of Examination:</b> ___/___/___
<b>Name of Examination Site:</b> _____		
<b>Name of Person Completing Form:</b> _____		
<b>Role of Person Completing Form:</b> <input type="radio"/> Administrator <input type="radio"/> Proctor <input type="radio"/> 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

**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.