



Proctor Certification Training Manual

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The Standard for Developing Craft Professionals

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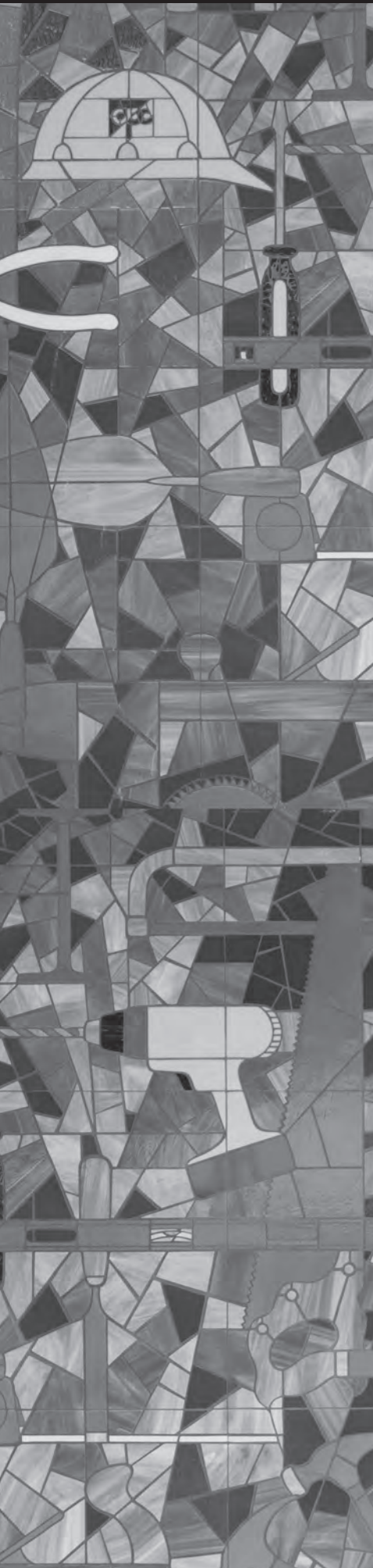
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This program was developed as a result of the farsightedness and leadership of Tansey and Associates.

This information is general in nature and intended for training purposes only. Actual performance of activities described in this manual requires compliance with all applicable operating, service, maintenance, and safety procedures under the direction of qualified personnel. References in this manual to patented or proprietary devices do not constitute a recommendation of their use.

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Contents

Topics to be presented in this module include:

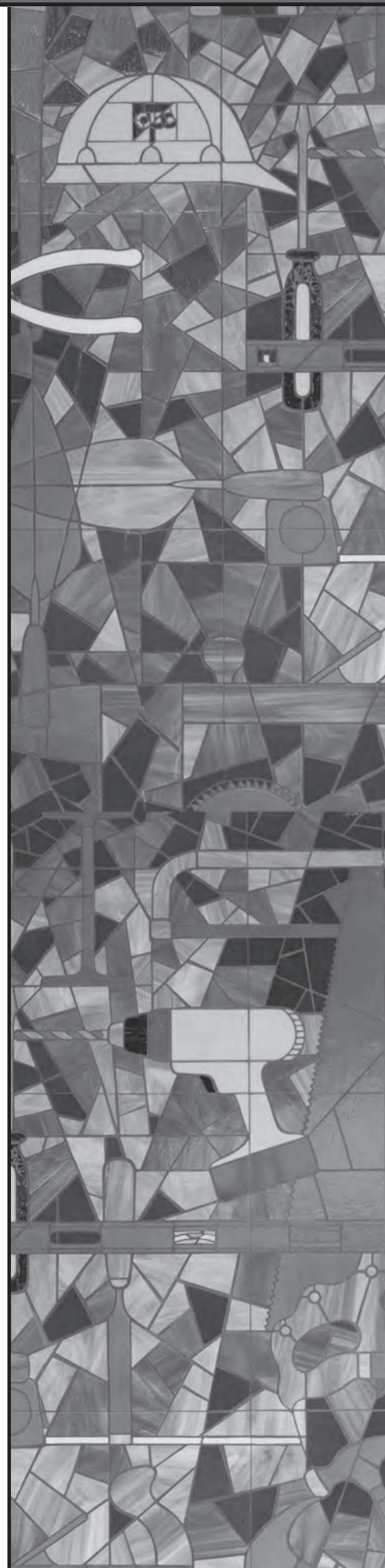
1.0.0	Introduction to NCCER	1.1
1.1.0	National Craft Assessment & Certification Program (NCACP).....	1.1
1.2.0	Benefits of the Program	1.1
1.3.0	Program Description and Disclaimer	1.1
1.4.0	Purpose of the NCACP	1.2
1.5.0	Assessment Security	1.2
	Terms And Definitions	1.2
2.0.0	Roles and Responsibilities	1.4
2.1.0	Assessment Personnel Roles.....	1.4
2.2.0	Proctor Responsibilities	1.5
2.3.0	Proctor Training	1.5
2.3.1	Proctor Recertification	1.5
3.0.0	Preparing for an Assessment Session	1.5
3.1.0	Participant Eligibility	1.6
	Retesting Policy	1.6
	Determining Retest Eligibility	1.6
3.2.0	Setting Up the Assessment Site	1.6
3.2.1	Room Setup Checklist.....	1.6
4.0.0	Assessment Administration	1.7
4.1.0	Examiner ID.....	1.7
4.2.0	Check-In Procedures	1.7
4.2.1	Check Photo ID	1.7
4.2.2	Collect Prohibited Items	1.7
4.2.3	Explain Rules	1.7
4.2.4	Complete Registration and Release Form	1.7
5.0.0	Proctoring an Assessment Session	1.8
	Computer-Based Assessment	1.8
	Paper-Based Assessment	1.8
5.1.0	Challenges to Assessment Content	1.9
6.0.0	Power and Internet Outages	1.9
7.0.0	Checkout Procedures	1.9
8.0.0	Security Guidelines.....	1.9
8.1.0	Participant Liability	1.10
8.2.0	Guiding Security Principle	1.10
8.3.0	Guarding Against Theft and Cheating	1.10
8.4.0	Potential Penalties	1.10
9.0.0	Scoring – Cut Scores: Passing and Training Recommended ..	1.11
10.0.0	Reports	1.11
	Craft Score Report.....	1.11
	Pipeline Score Report	1.11
	Participant Training Prescription	1.11
11.0.0	Recognition and Credentialing	1.12
12.0.0	Grievance Policy.....	1.12
	Complaints and Appeals	1.12
	Verification Process.....	1.12

Appendix A

Suitable for posting in testing room:	1.13
Assessment Center Rules.....	1.14
Which Calculator May be used During Assessments	1.15
NCCER Retest Policy	1.16
For use by AAC Staff:.....	1.17
Security Statement	1.18
Assessment Room Setup Checklist.....	1.19
Proctor Script for Computer Assessment Session.....	1.20
Proctor Script for Spanish Computer Assessment Session	1.22
Proctor Script for Paper Assessment Session	1.24
Proctor Script for Spanish Paper Assessment Session	1.27
Participant Score Report.....	1.29
Participant Training Prescription	1.30
Assessment Specification Sheet	1.31

Appendix B

Arkiv	1.31
Retrieving Score Reports/Training Prescriptions.....	1.31
Determining Retest Eligibility	1.31



1.0.0 INTRODUCTION TO NCCER

NCCER is a not-for-profit educational foundation serving the construction and maintenance industries. NCCER is supported by partnering trade associations, construction and maintenance firms, contractors, manufacturers, owners, schools, and third-party training providers.

NCCER's mission is to build a safe, productive, and sustainable workforce of craft professionals. It developed the NCCER curricula and a nationally-recognized, standardized, competency-based, and portable training process. In addition, NCCER created a national, industry-standardized assessment and certification program based on the NCCER curricula. Both the training and assessment programs were developed in partnership with experts from the construction and maintenance industries. The programs are periodically revised to be in line with current industry standards.

1.1.0 National Craft Assessment & Certification Program (NCACP)

The National Craft Assessment and Certification Program (NCACP) is a valuable business tool when properly administered. The program offers both the craft professional and the organization excellent feedback from which both benefit. The program has several key dimensions that must be understood to provide optimum results to all involved in the process. It is vital that guidelines are followed and you understand your role completely before you begin to use the program.

The assessments used by NCCER are developed following strict professional test guidelines endorsed by the American Psychological Association. All development phases involve Subject Matter Experts (SMEs) from the respective craft or technical area under the guidance of psychometricians, who also monitor test performance on an ongoing basis.

The program consists of both knowledge and skill assessments. Knowledge assessments can be administered in two distinct formats, paper and pencil with fax-in scoring, or a computer-based version. The two methods of administration deliver the same assessments in a format that best meets your needs. Assessment testing conducted outside the U.S. mainland must be delivered in computer-based format only.

Performance Verifications are available for selected crafts and are an excellent means to help measure job skills in a practical application setting under observation of a Certified Performance Evaluator.

Each accredited assessment center plays a major role in maintaining the integrity of the program and ensuring that craft professionals are treated with respect and provided a fair opportunity to display their knowledge or skills in order to gain the recognition they deserve. Understanding and following the procedures of the program are the keys to success in meeting its goals.

1.2.0 Benefits of the Program

Benefits of the NCACP include:

- Meeting the demands of owners and pipeline operators regarding workforce competence and qualification
- Identifying workforce knowledge and skills
- Eliminating duplication of efforts and the burdens it places on workers and the industry
- Increasing opportunities for the workforce to obtain credentials
- Elevating the sense of professionalism
- Increasing workforce involvement in training
- Assisting employers in maximizing their training dollars
- Enhancing career progression opportunities
- Enhancing safety, quality, and productivity
- Improving the industry's image

In addition to these benefits, employers can benefit from reduced project/corporate overhead expenses through the following means:

- Substantially reducing or eliminating the need to invest company funds in the development, validation, administration, maintenance, revision, and tracking of in-house assessments, certification, and/or pipeline operator qualification programs
- Increasing the ability to conduct efficient, cost-effective, task-focused training

1.3.0 Program Description and Disclaimer

Assessments are designed to assess or evaluate the participant's knowledge of their job classification. They are a sampling of knowledge and are not inclusive of all the knowledge and requirements of the classification. Assessments are tools to:

- Identify areas where there is a satisfactory level of competence in job classification
- Identify areas where upgrade training may be needed
- Provide assistance to the participant and employer to recommend what type of training may be beneficial

1.4.0 Purpose of the NCACP

The National Craft Assessment Certification Program (NCACP), administered by NCCER in partnership with Prov[®], is designed to be an efficient and effective process to verify and document a participant's knowledge and skills.

NCACP assessments should **NOT** be used as:

1. The only criteria to qualify/disqualify an applicant or employee from hire or continued employment **OR**
2. The only instrument to assess applicant/employee knowledge or skills.

Instead, this process will verify that a participant has successfully demonstrated knowledge and/or skills in a respective job classification in accordance with the designated job duties and standards developed by Subject Matter Experts (SMEs) from the construction and maintenance industries.

The NCACP provides employers with a basis for identifying and recording an applicant's/employee's skills at a given time. It is the intent of all parties to maintain a record of all assessment results an individual participant successfully demonstrates. NCCER's Registry will be used to maintain these records. This information may/may not be totally inclusive of a participant's knowledge and/or skills. This is not a guarantee from NCCER about the actual working ability of the participant, only documentation that the participant has, at the time of being assessed, demonstrated knowledge and/or skills to the standards referred to above.

NCCER is an independent entity run by its own Board of Trustees. NCCER is responsible for managing the day-to-day operational functions of this program.

Prov[®] is a testing company focusing on construction licensing and certification assessment. The staff at Prov[®] has more than 80 years of combined experience and manages both large and small construction-related testing programs.

1.5.0 Assessment Security

All assessment materials, answer sheets, participant responses, scores, training prescriptions, reports, and other sensitive assessment materials must be maintained in a fireproof, locked file cabinet or safe, in a secure and confidential location. Discussion of the specific content or questions contained in any assessment with any participant, their representative, or any other member of your organization is strictly prohibited.

NCCER and Prov closely monitor the security of all assessments. NCCER/Prov will deal swiftly

and sternly with all breaches in assessment security and/or the confidentiality of a participant's results. In addition, NCCER and Prov will aggressively follow and enforce all established procedures, including auditing, to safeguard the results of assessments and the personal privacy rights of participants. Security is of the utmost importance. NCCER will prosecute to the fullest extent of all applicable local, state, and federal regulations to ensure no unauthorized use or misuse of assessments.

TERMS AND DEFINITIONS

Accredited Assessment Center (AAC) – A fully accredited entity that has an NCCER Certified Primary Administrator and meets all requirements established by NCCER for the NCACP participants.

Accrediting Body – The Board of Trustees of NCCER, which has the final authority for all accreditation actions.

Assessed-Training Prescribed – Describes individual who has completed the written component of the NCACP. Assessed does not identify or represent any particular knowledge or skill as compared to other individuals within the construction and maintenance industries.

Authorized Assessment Site (AAS) – A permanent physical location used for the administration of assessments and/or performance verifications on an ongoing basis by or through working with an AAC and MUST have an NCCER Certified Coordinator. Set up by the Primary Administrator of the AAC to make participation more accessible and convenient to contractors and participants. All Assessment Sites must be registered with NCCER, and the Primary Administrator must add them in Arkiv as a subaccount. All Assessment Sites are required to follow the NCACP policies and procedures as required of an AAC. Inventory control logs must be kept current for assessments which are ordered or used by the Authorized Assessment Site.

NCCER Registry – A national database maintained by NCCER that records assessment/performance verification completions, as well as certifications, and issues appropriate credentials.

Board of Trustees – Governing body of NCCER.

Certification – Recognition of successful completion of training for Master Trainers, Administrators, Coordinators, Proctors, Performance Evaluators, and Practical Examiners.

Knowledge Verified – Describes individual who has successfully completed the assessment component of the NCACP. The assessment component defines knowledge of the subject matter within a particular area of expertise. Knowledge Verified does not identify or represent any particular knowledge or skill as compared to other individuals within the construction and maintenance industries.

Certified Plus – Describes individual who has successfully completed both the assessment and performance components of the NCACP. The assessment component defines knowledge of the subject matter within a particular area of expertise. The skill component verifies practical aspects of the performance of a particular area of expertise. Certified Plus does not identify or represent any particular knowledge or skill as compared to other individuals within the construction and maintenance industries.

Coordinator – Individual (designated and trained by the Accredited Assessment Center’s Primary Administrator and certified by NCCER) who is responsible for managing the NCACP at an AAS.

Cut Score – Minimum score required for a participant to pass an assessment.

Individual Development Plan (IDP) – A training plan based on a training prescription (assessment results) created for an assessed participant.

Intellectual Property – All NCACP assessment materials are the copyrighted, intellectual property of NCCER. In other words, all Assessments (paper/pencil & computer-based), Performance Verifications, and Practical Examinations are exclusively owned by NCCER. Neither Accredited Assessment Centers nor Authorized Assessment Sites own these assessment products; they purchase the right to use them in accordance with NCCER guidelines and policies. When an Assessment Center’s accreditation is terminated or revoked, all assessment materials must be returned to NCCER for destruction/cancellation.

National Craft Assessment and Certification Program (NCACP) – A national program developed by NCCER to assess the journey-level knowledge and skills of workers, provide task-specific feedback for knowledge upgrade training, and certify a participant’s successful performance on knowledge or written and skill components of the assessment process.

NCCER Curricula – A series of competency-based, task-driven training programs developed by NCCER.

Participant – Individual who takes an assessment and/or performance verification.

Performance Evaluator – Individual utilized to evaluate performance only: must meet minimum requirements of an Instructor and successfully complete Modules 1 and 9 of the ICTP.

Performance Verification – The skill component of the NCACP that verifies practical aspects of the performance of a particular skill. Performance Verified does not identify or represent any particular knowledge or skill as compared to other individuals within the construction and maintenance industries.

Primary Administrator – Individual certified by the NCCER and designated by an Accredited Assessment Center; responsible for managing the program and administration of NCACP for only one Accredited Assessment Center; and authorized to train Coordinators, Proctors, and Performance Evaluators.

Proctor – Individual trained by an Administrator or Coordinator and certified by NCCER to deliver and monitor assessment sessions under the NCACP.

Registry Department – Performs all the entries, updates, and oversight of the ANR and produces all credentials.

System Generated Number (SGN) – May be used in lieu of a social security number without charge for high school students/minors OR non U.S. residents. Others will be charged \$10 for each number. SGNs must be requested in advance by the Primary Administrator using a form provided by the Registry Department.

Transcript – Official NCCER document which records successful completion of NCACP assessments and performance verifications.

2.0.0 Roles and Responsibilities

Although all assessment center personnel can “proctor” assessment sessions, NCCER uses the designations of proctor, coordinator, and administrator to define each person’s roles and responsibilities. Proctors handle the basics of giving assessments and working with participants. Coordinators add the duties of pre-assigning computer assessments, editing participant re-

ords, placing orders, and even training proctors. Administrators have the most responsibility. Besides monitoring or conducting the day-to-day activities of the assessment center, they carefully track inventory; submit reports to NCCER; train proctors, coordinators, and performance evaluators; place and approve orders; and maintain information in Arkiv.

2.1.0 Assessment Personnel Roles

AAC PERSONNEL CERTIFICATIONS & ROLES

PERSONNEL CERTIFICATION TYPE				
	Administrator	Assessment Designee	Coordinator	Proctor
Comply with NCACP policies and procedures	•	•	•	•
Insure security and confidentiality	•	•	•	•
Administer assessments at AAC and AAS	•	•	•	•
Access reports in Arkiv	•	•	•	•
Provide training prescriptions to participants	•	•	•	•
Provide general information about assessments	•	•	•	•
Recertify every three years	•	•	•	•
Edit participant records in Arkiv	•	•	•	
Review inventory in Arkiv	•	•	•	
Assign Computer keys	•	•	•	
Place orders in Arkiv	•	•	•	
Train Proctors	•	•	•	
Evaluate assessment personnel every three years	•	•	•	
Audit Authorized Assessment Sites	•	•	•	
Maintain inventory records at an AAS	•	•	•	
Administer assessments at various locations under Mobile Assessment Center	•	•	•	
Train Coordinators	•	•		
Act as Secondary Administrator	•	•		
Train Performance Evaluators	•			

PERSONNEL ROLES		
	Primary Administrator	Secondary Administrator
Contact NCCER with assessment related questions/inquiries	•	•
Upload candidate photos to ANR (if applicable)	•	•
Sign and submit Applications for Practical Examinations (if applicable)	•	•
Approve orders in Arkiv	•	
Conduct monthly inventory verification with Arkiv	•	
Review and submit forms to NCCER	•	
Review and approve performance verification forms	•	
Serve as main contact with NCCER	•	
Monitor certification status of AAC staff	•	
Add/remove assessment locations	•	
Submit annual reports for NCCER	•	
Maintain information on sites and staff in Arkiv (including passwords and email addresses)	•	
Ensure AAC remains in good financial standing	•	
Responsible for payment of annual maintenance fees	•	

2.2.0 Proctor Responsibilities

Assessment proctors are charged with following NCCER's guidelines, policies and procedures. Proctor responsibilities include:

- Have and maintain current credentials.
- Have all participants complete and sign Registration & Release Form
- NEVER share assessment content
- NEVER leave assessment participant unattended
- NEVER share their Arkiv user name and password.
- NEVER share their Examiner ID
- NEVER destroy any assessment materials. All assessment materials must be sent to the Primary Administrator for destruction.
- NEVER proctor assessment to themself
- Maintain confidentiality of assessment results
- Administer assessments per NCACP policies and procedures
- Provide participants with applicable NCCER assessment specification sheet prior to testing
- Not administer assessment(s) for an individual they have trained
- Allow only NCCER-certified assessment personnel to be involved in the administration of assessments/performance verifications
- NEVER allow any observers in assessment session, unless session is being evaluated per NCCER policy
- Maintain and submit accurate records and reports as required
- Follow all NCCER policies and procedures, including any implemented between publication dates of the Accreditation Guidelines
- Communicate with Primary Administrator regarding any difficulties or issues during an assessment session.

2.3.0 Proctor Training

Assessment proctors must complete the NCCER Proctor Training Program. This manual is part of that training program and must be conducted by an NCCER certified administrator, assessment designee or coordinator with current credentials. At the completion of the Proctor Training Program, the candidate must also successfully pass the closed-book proctor certification written assessment.

Besides understanding how to administer assessments per NCCER guidelines, policies and procedures, assessment proctors must also be able to answer basic question about NCCER and the NCACP.

2.3.1 Proctor Recertification

Assessment proctors are required to recertify every three years by:

- Successfully completing the online, computer-based proctor recertification test **prior to expiration.**
 - Open book test using the current NCCER Accreditation Guidelines
 - If recertification test is not passed on the 1st attempt, the proctor must re-attend Proctor Certification Training.

OR

- Retake the NCCER Proctor Certification Training Program at least once every three years.

3.0.0 PREPARING FOR AN ASSESSMENT SESSION

Because testing is a stressful event for many persons, you should try to create the most suitable environment possible. Assessment sessions should be setup in an area free from distractions and the proctor should be able to easily monitor all participants. NCCER suggests no more than 15 participants to 1 proctor; however an assessment center may choose to allow up to 30 participants per proctor. This should be a rare occasion and only be done when you are more experienced.

Additionally, computer-based assessment sessions allow for participants to be pre-assigned to their assessment. This process saves both the proctor and participant time on the assessment date and helps to ensure that no errors are made on the day of testing. Proctors should check with their Primary Administrator or AAS Representative regarding this process.

Proctors and participants should be provided with an assessment Specification Sheet prior to the assessment session. Assessment Specification Sheets can be found on NCCER's website at:

Journey-level assessments – <http://www.nccer.org/journey-level?mID=136>

Pipeline assessments – <http://www.nccer.org/pipeline-specs-pvs?mID=525>

The specification sheet provides the proctor and participant with important assessment information including: assessment time limit, allowed reference materials (must be provided by the AAC), number of questions in each topic area, total # of questions and assessment cut-score.

3.1.0 Participant Eligibility

NCCER requires anyone taking a journey-level assessment for the purpose of certification have the minimum experience, skill level, or training to journey/technician level (as determined by the number of levels and/or OJT hours in the NCCER curriculum). Entry level and specialty assessments, including some in the pipeline field, may be appropriate for individuals with lesser amounts of training and/or experience. NOTE: Entry-level assessments may not be used in lieu of end-of-module written tests for module credit via a Form 200.

Retesting Policy

In order to ensure the integrity of the NCACP, the following retest policy applies to all participants:

- If initial assessment score is within 10 points of the cut score, the participant can retest on the same assessment title in 2 days
- If initial assessment score is not within 10 points of the cut score, the participant can retest on the same assessment title in 30 days
- Subsequent attempts (after 2) on the same assessment title must be at least 90 days apart
- No more than four attempts are allowed within a 12 month period on the same assessment title
- Minimum two-day waiting period to retest on any assessment that exceeds the cut score

NOTE: Eligibility for retesting starts over 12 months after the last assessment attempt (per assessment title).

All versions of an assessment title, whether revisions or translations, are counted as the same assessment.

The AAC Primary Administrator is responsible for verification of compliance with this policy.

If a retest is mandated by NCCER or law, the retest policy begins again.

Exceptions to this policy MUST be approved IN ADVANCE by NCCER. Failure to follow this policy may result in cancelling of assessment score and additional disciplinary action.

Determining Retest Eligibility

Retest eligibility can be verified by the participant and the Accredited Assessment Center (AAC). The participant can verify their own retest eligibility by going to NCCER's website at: <http://www.nccer.org/score-retrieval>, selecting "Check Retest Date" and then entering their Candidate ID and assessment title. The AAC can verify a participant's retest eligibility date via the Arkiv

system (see Appendix B for information on different functions within the Arkiv system).

It is very important for AACs to remember that although it may be the first time a participant has tested with their organization, it may not be the first time the participant has taken an assessment. Checking retest eligibility prior to giving an assessment is extremely important.

3.2.0 Setting Up the Assessment Site

It is important that each assessment site meet certain criteria to ensure that the assessment process is fair and uniform. This section provides guidelines to follow in establishing an assessment site and preparing for the assessment session.

3.2.1 Room Setup Checklist

- Assessment area for participant
 - No more than 2 participants per 6 ft table
 - No more than 3 participants per 8 ft table
 - Surface space enough to accommodate computer/assessment booklet, calculator and approved NCCER reference materials (if applicable).
 - Dividers between computer stations or privacy screens on each computer monitor with at least three feet between monitors. Participants should not be able to see other participant's screens. NOTE: All computer-based assessments must be delivered using a dedicated computer that is property of the AAC. If the computer is not the property of the AAC, it is the Primary Administrator's responsibility to ensure that the computer(s) is secure for NCCER testing.
- Remove posters, charts, and educational materials that may be distracting to participants and/or applicable to the assessment
- Post prohibited items sign
- Post NCCER Anti-Cheating poster
- Face all participants in the same direction (if administering paper assessments)
- Provide adequate space between rows for walking
- Setup proctor station
- Position clock so all participants can view
- Ensure appropriate number of approved reference materials are available for each participant
- Ensure adequate lighting and temperature control
- Isolated from noisy areas and room door is closed (recommend posting sign on assessment door stating "Assessment Session in Progress")

- Ensure restroom is within close proximity
- Ensure emergency exit(s) are identified
- Ensure participant ADA requirements are met (if applicable)

NOTE: In addition to the appropriate number of proctors (Recommend no more than 15 participants per proctor, but allow up to 30 participants per proctor), NCCER recommends video surveillance of assessment sessions.

If an assessment proctor were to have a participant that requires ADA Accommodations, they should contact their Primary Administrator immediately so that appropriate documentation requirements can be met and accommodations can be made.

4.0.0 ASSESSMENT ADMINISTRATION

The method of proctoring the assessment session is different when using paper and computer. The instructions for participants are tailored for the type of assessment being administered.

If the participants are taking assessments in Spanish, the proctor must be bilingual and the instructions must be given in Spanish.

4.1.0 Examiner ID

Everyone who administers an assessment is required to enter an Examiner ID, which is their NCCER card number. NCCER card numbers may be verified or looked up through the ANR by Primary Administrators. **Under no circumstances should Examiner IDs be shared.**

Assessments submitted without a valid Examiner ID will not be scored. **Current** credentials as an administrator, assessment designee, coordinator, or proctor are required for the Examiner ID to be valid.

4.2.0 Check-In Procedures

Check-in time can be hectic if an established order is not followed. Preventing chaos not only helps proctors stay organized but also helps put the participants at ease. The following procedures have been proven to provide a smooth beginning to the assessment session.

4.2.1 Check Photo ID

Ask for a photo ID and make sure the photo matches the participant. Acceptable forms of identification include:

- U.S. driver's license
- state-issued ID

- company-issued ID
- passport
- Homeland Security ID

4.2.2 Collect Prohibited Items

Screen for and collect prohibited items. Prohibited items include but are not limited to the following:

- Scientific/graphic calculators or ones with printing/storage capabilities (only basic calculators are allowed—see Appendix for illustration)
- Reference materials (other than the *Pipefitter's Blue Book* when specifically noted on the Specifications sheet from NCCER's website)
- Papers (provide scratch paper as needed)
- Cell phones, beepers, PDAs, iPods, and any other electronic devices
- Pens, jewelry or other items that may conceal cameras
- Other items specified by assessment site

A good practice is to place items in a zippered plastic bag along with the participant's ID and put them where participant can see they are safe at all times.

4.2.3 Explain Rules

First, assign participants to their seats. This will help track who is doing which assessment, as well as allow separation of persons taking the same assessment (if possible).

Review the rules. These include, but are not limited to, the following:

- No food, drinks, or tobacco products.
- Only one person may go to the restroom at a time. All testing materials must be returned while the person is out of the room.
- No talking.
- No sharing of references.
- No sharing of papers or other materials.
- Remove jackets, caps, and other types of outerwear.

4.2.4 Complete Registration and Release Form

Every participant must complete and sign the **most current** Registration and Release Form (download from www.nccer.org/forms). All

fields on the Registration and Release Form must be completed (unless individual is under 18 years of age).

The forms must be kept on file at the AAC or AAS.

If an employer has sent the participant for assessing and wants access to the results, an additional written release from the participant must be obtained.

5.0.0 PROCTORING AN ASSESSMENT SESSION

Following required steps prior to and during an assessment session ensures the integrity and standardization of the program.

Computer-Based Assessment

The assessment proctor should conduct the following each time they are administering a computer-based assessment session:

- a. Setup computers before participants arrive.
- b. Ensure that computers are operational and ready to use
- c. Ensure that all check-in procedures have been completed
- d. Pass out pencils and scratch paper. In order to help maintain security, NCCER recommends giving each participant 2 pieces of scratch paper. If the participant needs additional scratch paper, the proctor should collect the used scratch paper and give the participant 2 additional sheets. This allows the proctor to easily account for all scratch paper used in the assessment session.
- e. Have every participant complete the required NCCER Registration & Release Form
- f. Check every participant's photo ID
- g. Read the NCCER Proctor Script for Computer Session (see Appendix A). NOTE: If the assessment is in Spanish, the instructions must be delivered using the Proctor Script for Spanish Computer Session.
- h. Circulate among the participants throughout the session
- i. Observe participants and watch for any irregularities or misconduct.
- j. NEVER leave the room unattended.
- k. Do not answer any questions about content or define words.

- l. Explain how participants can retrieve their assessment score report (<http://www.nccer.org/score-retrieval>) or when assessment score reports will be provided/shared with them.

Paper-Based Assessment

The assessment proctor should conduct the following each time they are administering a paper-based assessment session:

- a. Ensure that all check-in procedures have been completed
- b. Pass out paper assessment booklets and pencils. NOTE: No scratch paper is allowed when administering paper assessments. The participant may use their assessment booklet for scratch paper.
- c. Ensure that assessment exam keys/booklet numbers are the same on the demographic sheet, answer key and test booklet.
- d. Ask participant to verify the name of the assessment on the booklet is the one they are expecting.
- e. Have every participant complete the required NCCER Registration & Release Form
- f. Check every participant's photo ID
- g. Read the NCCER *Proctor Script for Paper Session* (see Appendix A). NOTE: If the assessment is in Spanish, the instructions must be delivered using the Proctor Script for Spanish Paper Session.
- h. Ensure that **every** participant has signed the Security Statement inside their assessment booklet. If they refuse, they cannot be assessed.
- i. Ensure you have Question Comment Forms available if requested by participant
- j. Circulate among the participants throughout the session
- k. Observe participants and watch for any irregularities or misconduct.
- l. NEVER leave the room unattended.
- m. Do not answer any questions about content or define words.
- n. Announce when there is "30 minutes remaining"
- o. Announce when there is "15 minutes remaining"

- p. When time is up, announce “Stop. Close your assessment booklet, put down your pencil, and remain seated”
- q. Collect all assessment materials.
- r. Explain how participants can retrieve their assessment score report (<http://www.nccer.org/score-retrieval>) or when assessment score reports will be provided/shared with them.

If a participant needs to go to the restroom, the assessment proctor must collect all of their assessment materials and then give them back upon returning. The assessment time continues to count down and no time will be added to an assessment.

Assigning seats to each participant using name cards to identify them allows the participant to know where to go when they arrive and also allows the proctor to setup the room as they feel best (i.e. not allowing colleagues/friends to sit together, not allowing individuals taking the same assessment title to sit side-by-side, etc).

5.1.0 Challenges to Assessment Content

Participants have the opportunity to comment/challenge specification question(s) and/or possible answer(s) provided in an assessment. When administering a computer-based assessment, the comment function is available on each question/screen for the participant to select at any time. Any comments made during a computer assessment are automatically submitted when the session ends. If administering paper assessments, the Question/Comment Form (701A) must be available during the assessment session for any participant who wishes to submit a comment/challenge. The Question/Comment form can be downloaded from NCCER’s website at: www.nccer.org/forms. Paper Question/Comment forms must be signed by the AAC Primary Administrator and then submitted via fax, per the instructions at the bottom of the form. **All questions/comments must be completed during the allotted time for the assessment.**

6.0.0 POWER AND INTERNET OUTAGES

If there is a loss of power or connection to the internet during an assessment session, the proctor should try to restart the assessment as soon as possible. If more than a few minutes have been lost, NCCER should be contacted **immediately**. The proctor should try to reach their Primary Administrator. If the Primary Administrator is not reachable, the proctor should contact NCCER directly. When contacting NCCER, the Primary

Administrator/Proctor will be required to provide the following information:

1. Assessment Center/Site name
2. Participant Name
3. Participant SSN
4. Proctor Name and Examiner ID
5. Assessment Exam Key
6. Question number the participant was on when the power/internet went down
7. Time lost
8. Reason for loss of time

The proctor should **NOT**:

- Send the participant(s) home/back to job
- Select “end test”
- Panic

The above steps allow NCCER to ensure that all participants are given the same assessment experience and that the integrity of the program is maintained.

7.0.0 CHECKOUT PROCEDURES

An organized checkout procedure is vital for maintaining the security of the assessments. This is a critical time when a lack of vigilance could result in the breach/compromise of an assessment. The assessment proctor should:

1. Collect items from one participant at a time, ensuring that all paperwork is accounted for (i.e. Registration & Release Form, Scratch Paper, etc).
2. Return any personal belongings collected from participant(s).
3. Ensure participant clicked on “End Test” for computer-based assessments
4. Ensure they collect assessment answer sheet, demographic sheet and security statement for paper-pencil assessments and that all are completed correctly.

8.0.0 SECURITY GUIDELINES

The purpose of this section is to discuss the measures taken in the event of a security breach/compromise. It is not possible to describe all potential problems; however, it is important to understand the guiding principles of assessment-related security, so that immediate action can be taken in the event of a security issue.

8.1.0 Participant Liability

All participants are charged with maintaining the integrity of the program and the confidentiality of the contents of assessments in their possession. Failure to uphold their responsibility could result in penalties imposed by the NCCER up to and including discharge from the assessment session, termination of certification, and disqualification without retest. Participants will be required, at the assessment session, to verify by signature or electronic affidavit that they understand their responsibilities and liabilities under the Program.

8.2.0 Guiding Security Principle

The assessments are designed to assess the knowledge level of craftworkers and/or technicians. The ability to accurately identify qualified individuals depends heavily on the reliability of the assessment instrument. If assessment material is compromised, the entire assessment process becomes suspect because the process is based on all participants having an equal opportunity to demonstrate their knowledge levels.

The goal of security is to ensure that every participant receives this fair chance. When protecting the assessments, AAC staff protect the reputation of the AAC, the AAS, and the NCACP.

8.3.0 Guarding Against Theft and Cheating

When proctoring paper or computer assessments, proctors must be vigilant to prevent intellectual property theft and cheating.

Before the session begins, remind the participants that all content is the copyrighted intellectual property of NCCER. Cheating, stealing, or attempting to do so can result in canceled scores, being barred from all NCCER assessing, removal of existing credentials, and even legal action, including fines up to \$100,000.

As proctors walk around the room during the session, the following should arouse suspicion:

- unusual behavior
- repetitive movements
- nervousness when proctor is near
- attempts to distract proctor's attention
- attempts to use unauthorized materials
- talking to other participants
- looking at another participant's materials
- taking notes
- using cameras concealed in jewelry, pens, eyeglasses, or clothing

These can be clues that a candidate is contemplating or committing unethical actions, or that the

candidate has been studying or memorizing a stolen assessment.

Any questionable activities or results should be reported to the Primary Administrator **immediately**.

If you have to confront a participant, do not at any time place yourself in danger. Follow these steps to help control the situation:

1. Contact your Primary Administrator immediately
2. Quietly ask the participant to step outside the room
3. Do not confront anyone in front of others.
4. Do not allow the participant to take any materials with them when they leave the room.
5. Calmly explain that the person is being dismissed from the session on suspicion of cheating.
6. Retrieve the participant's belongings and instruct them to leave the assessment session.
7. Document what you observed, what was said and the participant's response.

If delivering a computer-based assessment, do **not** click "end test". If delivering a paper-based assessment, do **not** fax in for scoring.

Watch participants carefully to make sure they don't try to remove any items from the room.

8.4.0 Potential Penalties

NCCER takes all breaches or potential breaches of assessment security and the integrity of the NCACP seriously and will take appropriate action against those who cheat, violate NCACP policies and procedures, or otherwise breach assessment security

Penalties may include but are not limited to:

- Discharging the participant from the assessment session
- Disqualifying the participant without opportunity for reassessing.
- Canceling assessment scores
- Barring the participant from all assessment activity with NCCER for a minimum of 5 years.
- Revocation of all the participant's NCCER credentials
- Listed on NCCER Watch List
- Legal action, including fines

For security breaches or violations of NCCER policies or procedures by an organization and/or its employee/representative, penalties may include but are not limited to:

- A “for cause” audit at the AAC’s expense
- Immediate suspension of AAC accreditation
- Loss of NCCER credentials for involved personnel for a minimum of 5 years
- Revocation of the AAC’s accreditation with no eligibility to reapply for a minimum of 5 years*
- Organization and/or personnel listed on NCCER Watch List
- AAC being billed and held responsible for costs related to replacing breached assessments up to \$100,000 per title
- Legal action

9.0.0 SCORING – CUT SCORES: PASSING AND TRAINING RECOMMENDED

The cut score of an NCCER assessment is the minimum passing score a participant can receive and still pass the assessment. Any score that is under the cut score will return a “Training Recommended” result, and a training prescription should be consulted to gauge a future course of action for the participant. A result at or above the cut score will return a “pass” result.

The exception to this rule is for pipeline-related assessments. Due to the nature of covered task qualifications built into the pipeline assessments, a candidate must pass every covered task on a specific assessment at the cut score or above to get an overall passing score on the assessment.

Additionally, if a Custom Pipeline Assessment is given, the result will always show as “training recommended” – even if the overall score and every task is above the cut-score.

10.0.0 REPORTS

Within a few minutes of ending a computer assessment or within 15 minutes of faxing in a paper assessment (assuming there are no errors on the forms and the fax quality is appropriate), a participant score report and training prescription are available to both the participant and the AAC. See Appendix B for AAC steps in retrieving score reports from Arkiv. Participants can print their own score reports and training prescriptions via NCCER’s website at: <http://www.nccer.org/score-retrieval> by entering their Candidate ID (SSN) and PIN.

Craft Score Report

The cut score of an NCCER assessment is the minimum passing score a participant can receive and still pass the assessment. Any score that is under the cut score will return a “Training Recommended” result, and a training prescription

should be consulted to gauge a future course of action for the participant. A result at or above the cut score will return a “pass” result.

The exception to this rule is for pipeline-related assessments. Due to the nature of covered task qualifications built into the pipeline assessments, a candidate must pass every covered task on a specific assessment at the cut score or above to get an overall passing score on the assessment.

Pipeline Score Report

Candidates for pipeline-related assessments must meet the cut score for *every* individual topic area/covered task to receive a “Passing” result (even if the overall score exceeded the cut score). Only candidates with a “Passing” result will receive NCCER credentials. If the candidate meets or exceeds the cut-score on any covered task(s), the result(s) will automatically be reported to ISNetworld and the ANR.

NOTE: For Custom Pipeline assessments, even if all topic areas/covered tasks are passed, the overall result will read “Training Recommended” on the candidate Score Report. No credentials will be issued even if all the covered tasks have been passed. If the candidate meets or exceed the cut-score on any covered task(s), the result(s) will automatically be reported to ISNetworld and the ANR.

Participant Training Prescription

The training prescription provides an analysis of a participant’s skill knowledge by topic area. The topics are listed in order from highest percentage of questions missed to lowest percentage, per topic.

In order to provide an effective means for upgrade training, topic areas listed on the training prescription are linked directly to modules from NCCER’s curricula. Since the assessment incorporates only the modules that are critical to determining competence, not every module from a curriculum will be reflected in a training prescription. Therefore, careful consideration and counseling should be given to the participant to determine an effective individual development plan.

Administrators, coordinators, or the participant’s employer representative should provide guidance and counseling for the participant. The result should be an individual development plan that is based on the information contained in the training prescription. In some cases, the individual development plan may include module(s) from the curriculum that are not reflected in the assessment to provide effective training.

11.0.0 RECOGNITION AND CREDENTIAL- ING

NCCER issues all credentials for participants who successfully complete assessments and/or PVs. An individual who has successfully completed the assessment (written) component of the NCACP earns a Knowledge Verified credential. An individual who has successfully completed the performance verification (PV) (hands-on) skill component of the NCACP earns a Performance Verified credential. A Certified Plus credential is issued to participants who successfully complete the appropriate combination of an assessment (knowledge) and a PV (skills).

- All credential are mailed to the AAC Primary Administrator for distribution
- One wallet card will be issued to the participant when the first credential is earned
- Only when an individual achieves Certified Plus is another card issued of a different color, free of charge.
- Replacement credentials can be requested by the AAC at a nominal fee for each
- Individuals can request replacement credential by submitting the NCCER Credential Request Form, a copy of their photo identification and the fee.

12.0.0 GRIEVANCE POLICY

Participants who have a grievance over the administration of an assessment or PV should follow the grievance procedure established by the AAC. Grievances regarding NCCER's administration of the assessment process should be directed to NCCER by the Primary Administrator

Complaints and Appeals

If a coordinator, proctor, performance evaluator, or participant has a complaint not addressed in the appeals process, he/she should:

- First discuss it with the person or personnel involved.
- If unresolved, submit, in writing, a statement describing the nature of the issue to the Primary Administrator.
- The Primary Administrator will review the complaint and provide a solution within thirty days.
- If no satisfactory response is reached through the Primary Administrator, submit a written statement to the NCCER Accreditation Department within the next 30 days (60 days from initial written statement).
- This dated and signed statement must include name, address, phone number, cell number and email address.

Verification Process

- NCCER will investigate claim and make a determination to its validity.
- If found to be valid, NCCER will notify the AAC and ask that the corrections be made and documentation for such be provided within a timely manner.
- NCCER will contact individual with determination and AAC within 60 days of the written notice to NCCER.

Appendix A

SUITABLE FOR POSTING IN TESTING ROOM:

- Assessment Center Rules
- Which Calculator May be used During Assessments?
- NCCER Retest Policy

ASSESSMENT CENTER RULES

NO FOOD

NO DRINKS

NO TOBACCO PRODUCTS

**NO CELL PHONES, PDAs, MUSIC
PLAYERS, PAGERS, OR OTHER
ELECTRONIC DEVICES**

NO OUTSIDE PRINTED MATERIALS
(Except the Pipefitters' Bluebook when specifically allowed)

NO TALKING DURING TESTING

(Other items may be prohibited by the site)

Which Calculator May Be Used During Assessments?



Basic Calculator

YES



Scientific Calculator

NO



Pipe Trades Pro Calculator
(or other specialty calculator)

NO

NCCER RETEST POLICY

In order to ensure the integrity of the NCACP, the following retest policy applies to all participants:

- If initial assessment score is within 10 points of the cut score, the participant can retest on the same assessment title in 2 days
- If initial assessment score is not within 10 points of the cut score, the participant can retest on the same assessment title in 30 days
- Subsequent attempts (after 2) on the same assessment title must be at least 90 days apart
- No more than four attempts are allowed within a 12 month period on the same assessment title
- Minimum two-day waiting period to retest on any assessment that exceeds the cut score

NOTE: Eligibility for retesting starts over 12 months after the last assessment attempt (per assessment title).

All versions of an assessment title, whether revisions or translations, are counted as the same assessment.

The AAC Primary Administrator is responsible for verification of compliance with this policy.

If a retest is mandated by NCCER or law, the retest policy begins again.

Exceptions to this policy **MUST** be approved **IN ADVANCE** by NCCER. Failure to follow this policy may result in cancelling of assessment score and additional disciplinary action.

FOR USE BY AAC STAFF:

- Security Statement
 - NOTE: this is built in as part of the computer assessment and paper assessment booklet
- Assessment Room Setup Checklist
- Proctor Script for Computer Assessment Session
- Proctor Script for Spanish Computer Assessment Session
- Proctor Script for Paper Assessment Session
- Proctor Script for Spanish Paper Assessment Session
- Participant Score Report
- Participant Training Prescription
- Assessment Specification Sheet

Security Statement

All participants in the Craft Certification Program are responsible for maintaining the integrity of the Program and the confidentiality of the contents of the assessments in their possession.

I hereby acknowledge that I understand the following:

- Participants may not remove assessment materials or copy them in any form.
- Participants may not assist others or receive assistance during the assessment from anyone other than the proctor, who may not comment on assessment content.
- Participants may not use any materials or devices prohibited by NCCER or the assessment center.
- Participants may not transmit assessment questions in any form during or after the assessment session.

Failure to uphold this responsibility may result in penalties imposed by NCCER/Edexcel up to and including discharge from the assessment session, termination of certification, disqualification without retest, **barring from all testing for five years**, and financial restitution associated with replacing breached assessments. By signing below, I (the participant) verify that I understand and accept my responsibilities and liabilities under the Program.

Participant's Signature

This statement appears as part of both paper and computer based assessments. It is on the inside cover (or back of demographic page) of paper assessment booklets, and participants must sign it before starting the assessment. The AAC must keep these signed statements on file and send them to NCCER if a participant violates the security policy. On computer based assessments, the statement appears on the screen before the assessment begins, and participants must click on the "I accept" button before they may continue.

ASSESSMENT ROOM SETUP

- Assessment area for participant
 - No more than 2 participants per 6 ft table
 - No more than 3 participants per 8 ft table
 - Surface space enough to accommodate computer/assessment booklet, calculator and approved NCCER reference materials (if applicable).
 - Dividers between computer stations or privacy screens on each computer monitor with at least three feet between monitors. Participants should not be able to see other participant's screens. NOTE: All computer-based assessments must be delivered using a dedicated computer that is property of the AAC. If the computer is not the property of the AAC, it is the Primary Administrator's responsibility to ensure that the computer(s) is secure for NCCER testing.
- Remove posters, charts, and educational materials that may be distracting to participants and/or applicable to the assessment
- Post prohibited items sign
- Post NCCER Anti-Cheating poster
- Face all participants in the same direction (if administering paper assessments)
- Provide adequate space between rows for walking
- Setup proctor station
- Position clock so all participants can view
- Ensure appropriate number of approved reference materials are available for each participant
- Ensure adequate lighting and temperature control
- Isolated from noisy areas and room door is closed (recommend posting sign on assessment door stating "Assessment Session in Progress")
- Ensure restroom is within close proximity
- Ensure emergency exit(s) are identified
- Ensure participant ADA requirements are met (if applicable)

NOTE: In addition to the appropriate number of proctors (Recommend no more than 15 participants per proctor, but allow up to 30 participants per proctor), NCCER recommends video surveillance of assessment sessions.

Proctor Script for Computer Assessment Sessions

Good morning /afternoon, my name is _____ and I want to welcome each of you on behalf of the National Center for Construction Education and Research. Today you will be participating in an assessment process which is one measure of the knowledge you have in your particular craft or technical field. I want to wish each of you success in that process today.

The assessment you will be taking is administered online through Internet connections which have been set up for you. During the assessment registration, it is very important you follow along with me step by step. Do not try to work ahead because everyone must be properly logged in before anyone can begin the actual assessment.

If you still have any in your possession, be sure that all cell phones, beepers, PDAs (hand-held palm type computers), two-way radios, and any other alarm devices are turned off and placed [state where your AAC wants these to go] until you leave the assessment area. Please stop me if at any time you do not understand any part of the registration process.

The following information that you are going to enter is very important. It is the information used to ensure that you are given proper credit for your exam today. Please fill in each of the following:

When prompted, enter your name and social security number. After verifying that your name and social security number are correct, left click "Next Step."

If this is the first time you are taking an NCCER assessment on the computer, you will be asked a few demographic questions.

For each question, except Years in Craft, select an answer from the drop down menu.

For Years of Craft, type in the number that applies to the craft for which you are being assessed.

When everyone is done filling out the information, we will go to the next step. Are there any questions so far?

Everyone please left click "Next Step". This next page is to verify what assessment you will be taking as well as if there are any graphics required. [Check if there are graphics and show how to access them if needed.] If no assessment has been scheduled for you, the system will ask for an exam key, site code, and index code. Raise your hand if you are being prompted for an exam key. [Proctor should input exam key and site code if exam was not pre-scheduled.] You will be permitted a calculator [except for the Core assessment], scratch paper, and a pencil or pen.

Is everyone ready to continue? Then click "Next Step." This page is a confidentiality agreement that you need to read. When you have read through it, and if you agree to abide by the agreement, please left click "I Accept" and wait for further instruction. If you do not click "I Accept," you will not be able to continue the assessment.

On the next screen, at the top where it says "PIN," left click inside the box and type in a four-digit number that you will not forget. I recommend the last four digits of your social security number or the month and day of your birth. Please be aware that you will need your social security number and PIN to access your assessment results from the website.

Please scroll down the page for the sample question of the assessment. At the top left it says JOHN SMITH (upper right hand corner) is on question 1 out of 10. Question 1 is "What is the State Capital of Florida?" He may select A, B, C, or D. If he were to select D – Miami, the answer would turn bold and highlighted. If he were to change his mind and select B – Tallahassee, all he would have to do is left click B and B would turn bold and highlighted. Changing an answer is that easy. Once he has answered the question, on the right hand side where it says "Unanswered Questions" it would state that he now has 9 unanswered questions. Above "Unanswered Questions", where it says "Time Remaining" the program performs a minute-by-minute countdown of the remaining time.

You may choose to mark a question you wish to return to later. You must use "Show Question List" to go back to marked questions.

To make a comment about a question that you have reason to believe is in error, use the "Make Comment" feature. [This is an electronic version of a Form 701A.] Click "Next" for the next question and "Previous" to go back to the previous question. Are there any questions on how to use the computer terminal in taking this assessment?

Retesting Policy

A retest on the same assessment may be taken following a 2-day waiting period if this is the first time you have taken this assessment and if your score is within 10 points of the established cut score.

If you do not score within 10 points of the cut score on your first attempt, you must wait 30 days before reassessing. If you do not attain the cut score on the second attempt, it is strongly recommended that you attend some type of upgrade training based on the training prescription you receive.

If you take the same assessment twice without passing it, you must wait a minimum of 90 days before retesting. Each subsequent reassessment has a minimum 90-day waiting period, and the same assessment may not be taken more than four times within a 12-month period.

Taking a previous version or a version in another language of the same assessment counts when calculating when you may retest. It also does not matter how long ago the first attempt was made.

I will announce when you have thirty and fifteen minutes remaining for your assessment.

When you answer the final question, before you click on End Test, raise your hand so I may collect all pencils, calculators, and scratch paper. After you have submitted your assessment for scoring, by clicking on the "End Test" button, you may leave the test site. [If your center allows them to wait and check their own score, give appropriate instructions. Otherwise, explain how and when they will find out their scores.]

If you have questions about the process or trouble with your workstation, raise your hand and I will assist you as quickly as possible. I will NOT answer questions related to the content of the assessment.

At this time, please click "Start Exam." Your Time Has Begun.

Proctor Script in Spanish for Computer Assessments

Buenos días / Buenas tardes, mi nombre es _____ y les doy la bienvenida de parte del Nacional Center for Construction Education & Research. Hoy participarán en una prueba que medirá su conocimiento en su oficio o área técnica. Le deseo mucho éxito en esta prueba.

La prueba que estará tomando se administra a través del Internet, y todo se ha instalado para usted.

Es bien importante que llene la información de registro paso a paso, a medida que yo le dé las instrucciones. No se adelante, ya que todos los participantes deben estar inscritos adecuadamente a la misma vez para comenzar la prueba.

Por favor tomen asiento en su estación indicada. Aseguren que todos los celulares, beepers, radios, alarmas, o cualquier aparato electrónico estén apagados y guardados debajo de su asiento hasta que salga del área de pruebas. Por favor pregunten si tienen alguna pregunta del proceso del registro.

La siguiente información que va a escribir es muy importante. Esta es la información necesaria para que se le dé crédito por su examen hoy. Favor de llenar todo lo siguiente:

Verifiquen que su nombre y número de seguro social estén correctos, luego hagan clic en Paso

Siguiente ["Next Step"]

Educación Formal Completada: Oscurezca la burbuja al lado del nivel más alto que usted logró.

Entrenamiento en la Industria: Si usted ha recibido el entrenamiento en la industria en el cual usted está siendo examinado. Oscurezca la burbuja al lado del tipo de entrenamiento proporcionado. Luego oscurezca al lado de S para sí ["yes"] o N para no ["no"], indicando si usted completó el programa de entrenamiento.

Años en la Industria: Esta sección es para que ustedes puedan decirnos cuántos años de experiencia tienen en la industria en la que se les está evaluando. Si tienen menos de 10 años ["years"] de experiencia, escriban cero (0) en el primer casillero y el segundo dígito en el segundo casillero. Por ejemplo, si tienen ocho años de experiencia, escriban 08. Luego, pinten las burbujas debajo.

Sexo ["Gender"] y Raza ["Race"]: Oscurezcan las burbujas correspondientes.

Cuando todo el mundo haya terminado de llenar toda esta información, iremos al próximo paso.

[Pausa.] ¿Hay alguna pregunta hasta ahora?

Por favor opriman "Next Step" con el botón izquierdo del "mouse". La próxima página será para verificar cual prueba usted está tomando y si hay imágenes requeridas. Verifique aquí si hay imágenes y de ser necesario, explique como se obtienen. Si no se le ha programado para que tome la prueba, el sistema le va a pedir el código del examen ["exam key"], código del lugar ["site code"] y código del índice ["index code"]. Levante su mano si el sistema le pide el código del examen ["exam key"]. El/la supervisor/a del examen debe entrar el código del examen ["exam key"] y el código del lugar ["site code"] si no se programó anteriormente. Se permite el uso de una CALCULADORA, PAPEL y LÁPIZ O PLUMA.

Asegúrese que todos/as estén en su lugar indicado y listos para continuar. Luego pida a los/las participantes que hagan clic en Próximo Paso ["Next Step"]. Esta página es una condición de seguridad que necesitan leer. Cuando la hayan leído y si están de acuerdo con seguir estas condiciones, por favor hagan clic en "Acepto" ["I Accept"] y esperen las próximas instrucciones.

Asegure que todos/as hayan seguido estos pasos y diga lo siguiente. En la parte de arriba de esta página, donde dice "PIN", haga clic en la caja azul y escriba un número de cuatro dígitos que sea fácil de recordar. Le recomiendo los últimos cuatro dígitos de su número de seguro social o el mes y día de su fecha de nacimiento. Recuerde que va a necesitar su número de seguro social y su número "PIN" para ver sus resultados en www.nccer.org y en www.provexam.com.

Continúen hacia abajo en la página para ver un ejemplo de una pregunta ["Sample Question"].

En la parte de arriba a la izquierda dice "John Smith" y en la parte de arriba derecha se indica que esta es la pregunta 1 de 10. La pregunta número 1 es "¿Cuál es la capital del estado de Florida?"

Puede seleccionar A, B, C, o D. Si selecciona D – Miami, la opción se verá en color amarillo y con las letras más

oscuras. Si decide cambiar su respuesta y seleccionar B – Tallahassee, sólo tiene que hacer clic en la opción deseada y verá que ésta se verá de color amarillo y con letras oscuras.

Cambiar su respuesta es así de fácil. Una vez haya contestado la pregunta, en el lado derecho verá que se le indica que quedan 9 preguntas por contestar [“Unanswered Questions”]. Justo arriba se le indica el tiempo que le queda [“Time Remaining”] en minutos. También explique la opción de marcar la pregunta. Los participantes deben ir a “Enseñar la lista de preguntas” [“Show Question List”] para volver a ver las preguntas que marquen. Para hacer algún comentario de alguna pregunta que piensa que tenga algún error, use la opción de “Comentar” [“Make Comment”] en estos exámenes administrados por computadora. Esta es la versión electrónica de la forma 701A. Haga clic en “Próxima” [“Next”] para la próxima pregunta y “Anterior” [“Previous”] para la pregunta anterior. ¿Hay preguntas sobre cómo usar la computadora?

Política de Repetición de la Prueba

Una nueva prueba sobre la misma evaluación se puede tomar a 2 días después de un período de espera si esta es la primera vez que esta tomado esta evaluación y si su puntuación esta entre los 10 puntos de la puntuación del corte establecido

Si usted no obtiene una puntuación entre los 10 puntos del resultado del corte establecido en su primera prueba, usted debe esperar 30 días antes de repetir la evaluación. Si usted no alcanza el resultado del corte en la segunda repetición de la prueba, se recomienda que usted asista a algún tipo de entrenamiento basado en las recomendaciones que haya recibido.

Si usted toma la misma evaluación dos veces sin pasarla, usted debe esperar un mínimo de 90 días antes de reexaminar. Cada nueva evaluación posterior tiene un período mínimo de 90 días de espera, y la misma evaluación no puede tomarse más de cuatro veces dentro de un período de 12 meses.

Tomar una versión previa o una versión en otro idioma de la misma evaluación cuentan al calcular cuando usted puede reexaminar. Por lo tanto, no importa cuánto tiempo atrás usted realizó el primer intento de la prueba.

Anunciaré cuando le quede TREINTA MINUTOS Y LUEGO CUANDO LE QUEDE QUINCE MINUTOS PARA TERMINAR EL EXAMEN.

Antes que someta su examen para obtener los resultados, levante su mano para que yo vaya a recoger todos los lápices, papeles y calculadoras. Luego que haya sometido su examen, puede salir del área cuando oprima “Terminar Examen” [“End Test”].

Le deseo mucho éxito. Si tiene alguna pregunta sobre el proceso o problemas con su computadora, levante su mano y le ayudaré lo antes posible. NO contestaré preguntas relacionadas al contenido del examen. Buena suerte. Ahora hagan clic en “Empezar el Examen”

[“Start Exam”]. HAN EMPEZADO SU EXAMEN.

Proctor Script for Paper Assessment Sessions

Good morning/afternoon. My name is *[your name]*.

On behalf of NCCER and *[Assessment Center or company name]* I want to welcome you to this assessment session and wish you success in your efforts today. If at any time during the following instructions you have a question, please raise your hand and I will assist you.

Prior to distributing the assessments I want to describe the assessment process that you will go through today. I will begin by describing the general assessment rules that govern the assessment event, which you must follow in order to be allowed to finish your assessment.

At this time, if you still have any in your possession, please turn off all beepers, cell phones, two-way radios, PDAs (palm type computers) or other alarm devices and place them under your chair to ensure they do not distract others during the assessment process.

Each of you is authorized to use only those reference materials that have been approved by NCCER for your particular assessment. If you have a question about any of your reference materials, please raise your hand. *[Pause]*.

Each of you is responsible for your own references. You will not be allowed to share reference materials of any kind during the assessment session. There is to be no talking or comparing materials between participants. All non-assessment approved materials should be *[indicate location, such as in a cubby or under the seat]*.

The following procedures will be observed at all times during the assessment session. No tobacco, eating, or drinking is permitted. If during this session you need to use the restroom, please raise your hand. I will collect your assessment materials and return them to you when you return. Only one person at a time will be permitted to leave the room. While on a break, you are not permitted to talk with anyone outside the assessment room. You will not be granted any additional time for taking your assessment for time spent outside the assessment room. Therefore, make your breaks as short as possible. Restrooms are located *[give location directions]*.

When you finish the assessment, raise your hand and I will collect your assessment materials. Once all materials have been accounted for, you will be permitted to leave the assessment room.

[Insert your Assessment Center's or company's preferred score reporting method, stating when and what the participant will receive in terms of assessment results.]

In a moment, I will distribute your assessment booklets. Leave the assessment alone in front of you and do not open it until I have distributed all assessments and you are told to open the booklet.

[At this time you should distribute the appropriate assessments one at a time to the participants. Do not have the participants pass booklets across rows. Once each participant has received an assessment booklet, continue with the instructions as follows.]

Look at the name of the assessment and verify that you have the correct assessment. If you do not have the correct assessment, raise your hand so I may give you the correct booklet. Print and sign your name on the cover of your assessment booklet. *[Pause]*

Now locate the demographic sheet. Be careful and ensure the number on the demographic sheet matches the number on the assessment booklet.

Listen to the instructions carefully when filling out the information on your demographic sheet. This information must be filled in properly for correct processing of your assessment. When filling out the demographic sheet, use a pencil so that you can erase any unwanted marks.

[Review how numbers, letters, and demographic answers are completed on this form to better understand how to properly instruct completion of the demographic sheet. As you read the following instructions on completing this form, please walk through the Assessment Site to verify that participants are correctly completing this form.]

Sections that Must be Completed Correctly—VERY IMPORTANT

First, enter today's date, [*provide month, day, year*] at the top of the demographic sheet. In the upper left of the page, please find the space labeled First Name. Please print your first name, placing one letter of your name in each box. Upon completing the entry of your name in the boxes, darken in the corresponding bubble below each letter. If you are entering multiple names in either the first or the last name sections, please leave a blank space in the box and the corresponding bubble located below.

In the upper right, in the space labeled Last Name, print your last name, one letter in each box. Darken in the corresponding bubble below each letter. If you use a suffix with your name, darken the appropriate bubble. If you do not, bubble next to "none."

In the middle section of the demographic sheet, enter your social security number in the spaces provided by entering one number in each box. In the bubbles below each box, bubble in the corresponding numbers in the spaces provided.

In the next section, titled PIN, enter a four-digit number that you wish to use as a Personal Identification Number throughout this program. This number will be required from you in order for you to access scores, reports, and other confidential information. Choose a number you are not likely to forget. DO NOT share this number with anyone. For ease of remembering, I suggest using the last four digits of your social security number or the month and day of your birthday. You will need your social security number and PIN to access your results at www.nccer.org.

For the Site ZIP Code, enter the following number, one number in each box _____. Then, darken in the corresponding bubble below each space. [*The site ZIP code is the ZIPcode of the Assessment Site. Verify it in advance so that you can provide participants with this information.*]

In the next section, Examiner ID, enter the following number, starting with the box on the left _____ [*The examiner ID is the NCCER card number for you, the person administering the assessment—if you do not know your card number, consult with your Primary Administrator.*]

Optional Sections, depending on your Assessment Center's needs

The next section is titled Index. If you are using this Index field, please give instructions for completing this section. The Index field is provided solely for the purpose of capturing additional information about the Sponsors or Clients. If you decide to use this field, please establish your own internal policy so that you are consistent. The value of this field is to allow you to sort and generate reports. If you are not using this field, direct the participants to skip this section and to move the next section.

The next section is titled Tested For. In some cases, an Assessment Center may test employees of another Assessment Center. Please enter the site code from your employer so that they may access test results if this is the case (zip code.)

Other Information

In the lower section of the sheet, there are several questions to answer and then a box where you must sign your name.

Formal Education Completed: Fill in the bubble next to the highest level you achieved.

Craft Training: If you have received training for the craft on which you are being assessed, darken the bubble next to the type of training provider. Then darken next to Y for yes or N for no, indicating whether or not you completed the training program.

Years in Craft: Indicate how many years of industry trade experience you possess for the trade *in which you are being assessed*. If you have fewer than 10 years of experience, please enter a leading zero (0) in the first square and enter the second digit in the second box. For example, if you have eight years of experience, enter 08. Then darken in the bubbles provided below.

Gender and Race: Darken the appropriate bubbles.

Finally, read the statement in the last box and sign on the line below it.

Doublecheck that you have bubbled in all spaces carefully and correctly. If you are unsure that you have dark-

ened in the information properly, raise your hand and I will come by to assist you.

Now turn to the Answer Sheet.

At the bottom you will see a Release Statement, which allows your Assessment results to be released to the Assessment Center by NCCER. Please read this statement now. *[Pause]* Are there any questions before we continue?

All answers must be recorded on your answer sheet. You will not be given credit for any questions that have been answered incorrectly or left blank. Neither will you be given credit for answers that are written in the assessment booklet. You will not be given credit for any questions that have more than one answer marked. If you do not know the answer to a question, it is to your advantage to guess, since there is no penalty for a wrong answer. If you have to change an answer, be sure to erase it completely without damaging the answer sheet. Do not make stray marks on either answer sheet.

During the assessment, you may find that you have a question or concern about a particular assessment question. Because of the nature of the assessment process, we are unable to answer questions of a technical nature during the assessment process. However, your concerns are important to us and we would like to know what they are. Therefore, if you have a comment about any question on the assessment or about the assessment itself, please raise your hand for assistance. I will bring you a Question/Comment Form upon which you can document your concerns. When completing the form, please read the instructions on the form and then be specific when commenting about an assessment question. You must complete all comments within the time frame allotted for assessment since all assessment booklets will be collected immediately once time is called.

I will collect the comment forms at the end of the assessment process. All comments will be forwarded to our testing company and NCCER where they will be evaluated for merit. Any adjustments made as a result of your comments will be reflected in subsequent assessment scores.

During the assessment, no scratch paper is provided. Write in your assessment booklet if you need to do any writing.

You will not be permitted to leave the room until all assessment materials given to you have been accounted for and collected.

Retesting Policy

A retest on the same assessment may be taken following a 2-day waiting period if the score of the initial assessment was within 10 points of the established cut score. This rule only applies to the second time you take a specific assessment.

If you do not score within 10 points of the cut score, you must wait 30 days from the date of the initial assessment before reassessing. If you do not attain the cut score on the second attempt, it is strongly recommended that you attend some type of upgrade training based on the training prescription you will receive.

If you take the same assessment twice without passing it, you must wait a minimum of 90 days before the assessment can be taken again. Each subsequent reassessment has a minimum 90-day waiting period. In addition, the same assessment may not be taken more than four times within a 12-month period.

Taking a previous version or a version in another language counts when calculating when you may retest, no matter how long ago the assessment was taken.

Begin the Assessment

Please turn the front page of the assessment booklet and read and sign the liability statement on the back of that page.

You may begin now.

Proctor Script For Spanish Paper Assessments

Buen día/buenas tardes. Mi nombre es _____.

En nombre del *National Center for Construction Education and Research* y [*nombre del Centro de Prueba o compañía*], les doy la bienvenida a esta sesión de prueba y les deseo mucho éxito en sus esfuerzos de hoy. En caso de preguntas, en cualquier momento durante las siguientes instrucciones, levanten la mano y los ayudaré.

Antes de repartir las pruebas, describiré el proceso de prueba que se seguirá hoy. Comenzaré por describir las reglas generales de prueba que rigen la sesión, las cuales deberán cumplir para poder terminar su prueba.

Ahora les pido que apaguen sus localizadores (“beepers”), teléfonos celulares, radios y PDA (computadoras tipo Palm) u otros aparatos de alarma y los ubiquen debajo de sus asientos para asegurarse de que no distraigan a otros durante el proceso de prueba.

Cada uno de ustedes tiene autorización para usar sólo los materiales de referencia que NCCER ha aprobado para su prueba específica. Si tienen alguna pregunta sobre cualquiera de los materiales de referencia, por favor, levanten la mano. [*Pausa*].

Cada uno de ustedes es responsable de su propio material de referencia. Se les prohíbe compartir los materiales de referencia de cualquier tipo durante la sesión de prueba. Los participantes no deben hablar entre sí ni comparar materiales. Por favor, ahora, coloquen debajo del asiento todos los materiales no aprobados para la prueba.

Los siguientes procedimientos deberán respetarse en todo momento durante la sesión de prueba. Se prohíbe comer, beber y consumir tabaco. Si, durante la sesión, necesitan ir al baño, levanten la mano. Recogeré sus materiales de prueba y se los devolveré cuando vuelvan. Sólo una persona por vez podrá salir del salón. Durante el descanso, no pueden hablar con nadie fuera del salón de prueba. No se les concederá tiempo adicional para terminar la prueba por el tiempo perdido fuera del salón. Por lo tanto, les recomiendo tomarse descansos breves. Los baños están ubicados [*indicar ubicación*].

Al finalizar la sesión de prueba, levanten la mano y pasaré a recoger los materiales de prueba.

Una vez que se hayan entregado todos los materiales, podrán salir del salón.

[*Introducir el método de presentación de calificaciones que utiliza su Centro de Prueba o compañía y mención cuándo y qué recibirá el participante en términos de resultados de la prueba*].

En unos momentos, repartiré los cuadernos de prueba. Pero antes de hacerlo, les voy a pedir que dejen la prueba frente a ustedes y no la abran hasta que haya distribuido todas las pruebas y les diga que abran el cuaderno.

[*En este momento, usted deberá repartir las pruebas correspondientes, una a la vez, a los participantes. No haga que los participantes repartan los cuadernos a los de su fila. Una vez que todos los participantes hayan recibido un cuaderno de prueba, prosiga con las instrucciones según se describe a continuación*].

Observen el nombre de la prueba y asegúrense de haber recibido la prueba correcta. Si no tienen la prueba correcta, levanten la mano para que pueda darles el cuaderno correspondiente. Por favor, firmen y escriban su nombre en letra de molde en la portada del cuaderno. [*Pausa*]

Ubiquen la hoja de respuestas. Asegúrense de que el número de la hoja de respuestas coincida con el número del cuaderno de prueba.

Presten mucha atención a las instrucciones a la hora de completar la información en la hoja de respuestas. Esta información debe completarse en forma adecuada para el procesamiento correcto de su prueba. Tengan en cuenta que la hoja de respuestas tiene dos páginas. Una hoja es para información demográfica y del candidato, mientras que la otra es la hoja de respuestas.

Cuando completen la hoja de respuestas, utilicen un lápiz para poder borrar las marcas no deseadas.

[*Fíjese cómo completar los números, las letras y las respuestas demográficas en este formulario para com-*

prender mejor cómo explicar correctamente la forma de completar la hoja de respuestas. Mientras lee las siguientes instrucciones sobre cómo completar este formulario, verifique la sección del “Sitio de Prueba” para asegurarse de que los participantes estén completando este formulario de manera correcta].

Secciones que Deben ser Completadas Correctamente – MUY IMPORTANTES

Primero, **escriban la fecha de hoy** [“Assessment Date”], ___/___/_____, en la parte superior de la hoja de respuestas demográfica. En el margen superior izquierdo de la primera página de la hoja de respuestas, encontrarán el espacio para el Nombre [“First Name”]. Escriban allí su nombre en letra de molde, con una letra en cada casillero. Una vez escrito el nombre en los casilleros, pinten la burbuja correspondiente debajo de cada letra. En caso de que escriban varios nombres en las secciones de nombre o apellido, dejen vacío el casillero del espacio, así como la burbuja correspondiente a dicho casillero.

En el margen superior derecho, en el espacio para el **Apellido** [“Last Name”], escriban su apellido en letra de molde, con una letra en cada casillero. Pinten la burbuja correspondiente debajo de cada letra. En caso de que el nombre incluya un **sufijo** [“suffix”], escríbanlo en letra de molde en el espacio adecuado y marquen la burbuja del casillero correspondiente.

En la sección de abajo izquierda de la hoja de respuestas, ubiquen la sección para el **Número del Seguro Social** [“Social Security Number”]. Escriban su número del seguro social en los espacios que se proveen para tal fin, escribiendo un número en cada casillero (los participantes que se nieguen a ingresar su número del seguro social DEBEN utilizar el número de identificación de 9 dígitos que el Centro de Prueba haya obtenido del Registro de NCCER). En las burbujas debajo de cada casillero, marquen los números correspondientes en los espacios provistos.

En la siguiente sección, llamada **PIN**, escriban el número de cuatro dígitos que deseen utilizar como Número de Identificación Personal a lo largo de este programa. Deberán dar este número para poder ver calificaciones, informes y otra información confidencial. Elijan un número que puedan recordar fácilmente en el futuro. **NO** le den este número a nadie. Para recordarlo mejor, recomiendo utilizar los últimos cuatro dígitos de su número del seguro social o el día y mes de su cumpleaños. Necesitarán su número del seguro social y PIN para ver los resultados en www.nccer.org.

Vayan a la siguiente sección, **Código del Sitio** [“Site Code”]. Escriban el siguiente número, un número en cada casillero: _____. Luego, pinten la burbuja correspondiente debajo de cada espacio del Código del Sitio.

[El código del sitio es el Código Postal del Sitio de Prueba. Verifique con antelación el Código Postal del Sitio de Prueba de modo que pueda dar esta información a los participantes].

En la siguiente sección, Numero de Identificación del Examinador [“Examiner ID”], **entre los siguientes número, comenzando con la caja a la izquierda** _____ [el Examinador ID es el número de tarjeta NCCER para usted, la persona que administra la prueba — si usted no sabe su número de tarjeta, consulte con su Administrador Primario].

Secciones Opcionales, segun las necesidades de su Centro de Evaluación

La siguiente sección se llama **Índice** [“Index”].

Si usted está utilizando la sección del Índice, indíqueles cómo completar esta sección. El campo Índice se da sólo para tener la información adicional sobre los Patrocinadores o Clientes. Si decide usar este campo, defina su procedimiento interno de modo que su uso sea consecuente. Este campo es importante por que da la posibilidad de clasificar y generar informes. Si decide no utilizar este campo, dígales a los participantes que salten esta sección y pasen directamente a la sección siguiente.

La siguiente sección se llama **Evaluado para** [“Tested For”]. En algunos casos, un Centro de Prueba puede evaluar empleados de otro Centro de Prueba. Escriban el código del sitio de su empleador para que puedan ver los resultados de la prueba si esto fuera así (código postal).

Otra Información

En la sección más baja de la hoja, hay varias preguntas para contestar y luego una caja donde usted debe firmar su nombre.

Educación Formal Completada: Oscurezca la burbuja al lado del nivel más alto que usted logró.

Entrenamiento en la Industria: Si usted ha recibido el entrenamiento en la industria en el cual usted está siendo examinado. Oscurezca la burbuja al lado del tipo de entrenamiento proporcionado. Luego oscurezca al lado de S para sí ["yes"] o N para no ["no"], indicando si usted completó el programa de entrenamiento.

Años en la Industria: Esta sección es para que ustedes puedan decirnos cuántos años de experiencia tienen en la industria en la que se les está evaluando. Si tienen menos de 10 años ["years"] de experiencia, escriban cero (0) en el primer casillero y el segundo dígito en el segundo casillero. Por ejemplo, si tienen ocho años de experiencia, escriban 08. Luego, pinten las burbujas debajo.

Sexo ["Gender"] y Raza ["Race"] : Oscurezcan las burbujas correspondientes.

Asegúrense de haber marcado todos los espacios con cuidado y de haber oscurecido las burbujas correctas. Tómense un momento para verificar que toda la información marcada concuerde con lo que está escrito más arriba. Si no están seguros de haber marcado bien la información, levanten la mano y yo me acercaré para ayudarlos.

Diríjense a la Página 2 de la Hoja de Respuestas.

En la parte inferior, verán una Autorización de Divulgación ["Release Statement"], la cual permite a NCCER divulgar los resultados de su prueba al Centro de Prueba. Lean ahora esta autorización. [Pausa] ¿Alguna pregunta antes de continuar?

Todas las respuestas deben registrarse en la hoja de respuestas. No se les dará crédito por ninguna pregunta que respondan de forma incorrecta o dejen en blanco. Tampoco se les dará crédito por las respuestas que se escriban en el cuaderno de prueba. No se les dará crédito por las preguntas que tengan más de una respuesta marcada. Si no saben la respuesta a una pregunta, tienen la ventaja de poder adivinar, ya que no se penalizan las respuestas incorrectas. Si deben cambiar una respuesta, asegúrense de borrarla por completo sin dañar la hoja de respuestas. No hagan marcas aisladas en ninguna de las hojas de respuestas.

Durante la prueba, es posible que les surjan preguntas o comentarios sobre una cuestión particular de la prueba. Dada la naturaleza del proceso de prueba, no podemos responder preguntas técnicas durante la prueba. Sin embargo, sus comentarios nos importan y queremos conocerlas. Por lo tanto, si tienen algún comentario sobre cualquier pregunta de la prueba o sobre la prueba en sí, levanten la mano para recibir ayuda. Yo les entregaré un Formulario de Comentarios para que los documenten. Al completar el formulario, lean las instrucciones de éste y luego traten de ser lo más específicos posible cuando incluyan comentarios sobre una pregunta de este examen. Deben completar todos los comentarios en el plazo designado para la prueba, ya que todos los cuadernos de prueba se recogerán de inmediato una vez que se informe que se ha terminado el tiempo.

Yo los recogeré al final del proceso de prueba. Todos los comentarios se reenviarán a NCCER, donde se les evaluará según su importancia. Cualquier cambio como resultado de sus comentarios se reflejará en las calificaciones de las pruebas.

Durante la prueba, no se permite el uso de papel borrador. Si deben escribir algo, háganlo en el cuaderno de prueba.

Está prohibido abandonar el salón hasta que un Supervisor haya recogido todos los materiales de prueba que se les haya entregado.

Póliza para Reexaminar

En caso de que la calificación de la prueba se encontrara dentro de los 10 puntos por debajo de la calificación establecida para aprobarla, se puede volver a tomar la misma prueba luego de 2 días.

Los participantes cuyas calificaciones no estuvieran dentro del margen de 10 puntos con respecto a la calificación establecida para pasar la prueba, deberán esperar 30 días a partir de la fecha de la prueba inicial para poder volver a tomarla. En caso de que un participante no pase la prueba en el segundo intento, se le recomienda fuertemente que reciba algún tipo de entrenamiento para subir el nivel en base a las recomendaciones de estudio.

La persona que haya tomado la prueba dos (2) veces y no haya pasado, deberá esperar al menos 90 días para poder volver a tomarla. Para poder tomar la prueba de nuevo, deben transcurrir por lo menos 90 días. Si pasó la prueba pero desea tomarla de nuevo, existe un período de espera mínimo de 2 días para volver a tomarla.

La misma prueba no se puede tomar más de cuatro veces en un plazo de 12 meses.

Cada centro de prueba acreditado es responsable de verificar el cumplimiento de esta regla.

Las excepciones a esta regla deberán ser aprobadas con anticipación por NCCER.

En caso de que un participante presentara el Formulario 701A de Comentarios/Preguntas (en el que se documentaran comentarios o errores en una prueba) y NCCER/Prov considerara válido dicho reclamo, el participante tendrá las siguientes opciones:

- Volver a tomar la prueba
- Hacer que las respuestas de la prueba inicial se ajusten a la calificación para que se reflejen las correcciones

Comience la Prueba

Den vuelta la primera página del cuaderno de prueba, lean la declaración de responsabilidad en la parte de atrás de esa página y fírmela. Buena suerte. Pueden empezar.

Training Prescription

Answer Sheet

Report prepared for

Sponsor Name

Assessment Name Industrial Carpentry

Result Training Recommended

This Training prescription reflects the results you obtained for the NCCER Written Assessment on 06/03/2013. 74 is the overall score you obtained. While the overall score is very important, there is other information contained in this Training Prescription which is vital for continued growth in this craft / technical area.

As you review your personal Training Prescription, look at each Topic Area and the score you achieved in that area. If your personal score is less than the Cut Score for any Topic Area on this Written Assessment, you may want to consider some form of follow-up. Here is a list of these areas for potential follow-up:

Module Code	Module Name	% of Total Questions Missed on topics with Training Recommended status
27309-07	Horizontal Formwork	<input type="text"/>
27401-08	Site Layout I: Distance Measurement and Leveling	<input type="text"/>
27104-06	Reading Plans and Elevations	<input type="text"/>
27301-07	Rigging Equipment	<input type="text"/>
27108-06	Introduction to Concrete and Reinforcing Materials	<input type="text"/>

As with all types of Assessments; this is just a sampling of your skills and knowledge. In other words, it is a snapshot, not a total picture. However, the Assessment is a valid tool to help determine where you should consider enhancing your background in identified Topic Areas. A few ways to strengthen your knowledge and skill in these areas include:

- *On the Job Coaching:* Work with someone on the job who has more experience in this particular area (such as your Supervisor).
- *Self Study:* Order the Contren Learning Series Module associated with the particular Topic Area and study on your own.
- *Formal Training:* Meet with your Supervisor or Assessment Center Representative and find a local site where you can enroll in classes that cover these Topic Areas using the Contren Learning Series Modules.

NCCER and our Sponsors are committed to Workforce Development. You are a part of this workforce and your growth and development are important. Please consider taking the next step in continuing your professional growth by talking with your Supervisor or Assessment Center Representative.

Much Continued Success,



National Craft Assessment and Certification Program S P E C I F I C A T I O N S

INDUSTRIAL PIPEFITTER V3 (PFT08_02)

Released July 2008

Overview

This written assessment is a three-hour closed-book examination. You will be permitted to use a basic function, non-printing calculator during the examination. The assessment center will provide any necessary pencils. No extra papers, books, notes or study materials are allowed in the testing area.

Study Material

All NCCER written assessments are referenced to Contren[®] Learning Series modules listed in the content. You may order modules from Pearson (800.922.0579) or from NCCER's Online Catalog at www.nccer.org.

Assessment Development

All questions on each assessment have been developed and approved by subject matter experts from the respective craft. Assessment development and administration is under the direction of Prov[™], NCCER's testing partner.

Credentials

NCCER will send appropriate credentials (certificate, wallet card and official transcript) to the assessment center upon successful completion of the written assessment.

Training Prescription Reports

Each candidate will have access to individual results of the written assessment from Prov's website at www.provexam.com. This training prescription will include the overall score and results by topic area.

National Registry

Assessment results will be maintained in NCCER's National Registry and become a part of each candidate's training records. These records are stored and become a portable record of the candidate's training and assessment achievements.

Focus Statement

An advanced pipefitter:

- Masters mathematical functions and knows their application to pipefitting.
- Is able to properly identify and master hand, power tools, and equipment, including equipment for rigging and their procedures.
- Performs and knows how to fabricate butt weld pipe, threaded pipe, and socket welds
- Is able to identify and install above, underground, and specialty piping, hangers and supports, valves and inline specialties.

- Understands how to perform stress relieving, aligning, and testing

Written Assessment Contents:

Module Number	Module Name	# of questions
00102-04	Introduction to Construction Math	5
08102-06	Pipefitting Hand Tools	4
08103-06	Pipefitting Power Tools	4
08104-06	Oxyfuel Cutting	4
08105-06	Ladders and Scaffolds	4
08106-06	Motorized equipment 1	4
08201-06	Piping Systems	4
08202-06	Drawings and Detail Sheets	6
08203-06	Identifying and Installing Valves	5
08204-06	Pipefitting Trade Math	4
08205-06	Threaded Pipe Fabrication	5
08206-06	Socket Weld Pipe Fabrication	4
08207-06	Butt Weld Pipe Fabrication	4
08208-06	Excavations	4
08209-06	Underground Pipe	4
08301-07	Rigging Equipment	4
08302-07	Rigging Practices	5
08303-07	Standards and Specifications	4
08304-07	Advanced Trade Math	5
08306-07	Introduction to Above-Ground Pipe Installation	6
08307-07	Field Routing and Vessel Trim	4
08308-07	Pipe Hangers, Supports & Spring Cans	6
08309-07	Testing Piping Systems and Equipment	4
08401-07	Advanced Blueprint Reading	5
08402-07	Advanced Pipe Fabrication	5
08403-07	Stress Relieving and Aligning	4
08405-07	In-Line Specialties	4
08406-07	Special Piping	4
Total Number of Questions		125

Approved Reference during Assessment Session:

*The Pipefitters Blue Book; W.V.Graves
The cut score for this assessment is 68%.
A Performance Verification is available.
Also available in Spanish (PFT08S_02)*

NATIONAL CENTER FOR CONSTRUCTION EDUCATION AND RESEARCH
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Appendix B

ARKIV

This section gives a quick reference to the Arkiv system for some of the most frequently asked questions.

RETRIEVING SCORE REPORTS/TRAINING PRESCRIPTIONS

There are two reports that Primary Administrators, Coordinators and Proctors may access within Arkiv:

1. Candidate Score Report – Provides overall assessment results including, score, result, assessment topic areas and where participant scored for each topic area in relation to cut-score. A score report should be provided to every candidate after completion of an assessment.
 - Select “Candidates”
 - Select “Reports”
 - Report Type automatically defaults to “Candidate Scores”
 - Choose the account where the assessment was administered from the drop-down menu
 - Leave “assessment title” field blank
 - Use the date range options to narrow the search
 - Select “Submit”
 - Select “Get Score Report” for individual
2. Training Prescription – Reflects assessment topic area(s) where participant fell below the cut-score. These topic areas are directly correlated to NCCER training module(s) to help direct training efforts.
 - Follow the steps above for the Candidate Score Report, but select “Get Training Prescription” as the final step.

DETERMINING RETEST ELIGIBILITY

It is the responsibility of the administrator/coordinator/proctor to verify participant retest eligibility before launching/administering any assessment. Retest eligibility date can be verified using:

Prov’s website (www.provexam.com) by selecting:

- Check retake date
- Enter participants SSN/SGN
- Enter Assessment Title
- Next Retake Date

Arkiv by selecting:

- Check Retest Date
- Enter participants SSN/SGN
- Enter Assessment Title
- Next Retake Date

The retest eligibility function also appears when using the “Assign Keys” or “Give Tests” functions in Arkiv.

NOTE: If the person has never taken the selected assessment or is within the retest policy guidelines, the current date will be shown. Otherwise, the next available testing date will be displayed.

For Arkiv training/assistance, please reference the Arkiv User's Manual and “How To” movies at www.nccer.org/score-retrieval.