

**American Institute of Constructors**

**Constructor Certification Commission Document No. 11**

**Examination Administration Procedures**

Introduction –

area.

The examination materials are confidential. No one is permitted to review them except the candidates at the time of the testing session. Copying, transcribing, or removal of test materials is strictly prohibited. Any breach of security must be reported at once to Brandon Pezzino at 856-423-7222, ext. 325 or email at [bpezzino@Talley.com](mailto:bpezzino@Talley.com).

All examination materials must be returned in accordance with procedures outlined in this document, preferably immediately after the administration of the exam or the next feasible workday.

The Constructor Certification Commission requires that the Examination Site Administrator and all proctors be trained in their examination responsibilities **before**

The Examination Site Administrator should check the following:

1. When test materials arrive contact Brandon Pezzino at the above noted telephone number or email to confirm receipt, and/or report and missing or damaged items.
2. All test materials are stored in a safe, secured area prior to testing day.
3. Site location rosters have been checked for accuracy; candidate names, exam location, reporting time, etc.
4. Any roster discrepancies are immediately reported to Brandon Pezzino.

### **General Directions for Examination Site Administrators**

All directions in this manual must be followed exactly to ensure that candidates in all testing sites are tested under the same conditions.

Remember: Under no circumstances is the examination room(s) to be left unattended by a member of the testing staff.

### **Room Set Up Guidelines**

- The testing room must be a quiet, comfortable environment without distractions. Any disturbance that may affect performance of candidates should be noted on the Incident Report form.
- Distance between candidates should be 2-3 feet. Ideally, candidates will have adequate space to accommodate all test-related materials and their calculators.
- A wall clock should be available for candidates to view. The time remaining on the examination should be posted or announced at regular intervals.
- Tobacco use of any kind – smoked, smokeless, vapor, other alternatives – is strictly prohibited.
- Please have a number of extra pencils on hand in the examination room for candidate use.

### **Examination Rules**

- NO Exhibit Booklets, scratch paper or other materials may be taken into or removed from the examination room. If scratch paper is needed by examinees they can use the Exhibit Booklet and/or be provided by the Proctors(s).
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- the examination room by Proctors or candidates
- If a candidate completes the examination early and leaves the examination room, the candidate will not be allowed to re-enter the room until after the current session is complete

### Examination Administration Details

- Do not directly accuse any candidate of cheating. If cheating is suspected, have another staff person verify your suspicion. If verification is made, move the candidate to another seat. Note the candidate's name and ID Number on the Incident Report form along with the names and ID Numbers of all other involved candidates. The Candidate ID Numbers can be found on the Candidate Roster provided prior to the exam.
- If a candidate has any defective examination materials, the Proctor should replace them.
- Proctors should not, at any time, attempt to answer any candidate's questions regarding the exam content. Candidates should be advised to answer each exam question to the best of their ability and then note any concern they have in the comment section following for each question.
- All candidates should be allowed to test as long as they are included on the Candidate Roster AND have a valid photo ID.
- If a candidate becomes ill and has to leave the exam, note the candidate's name on the Incident Report form. Make sure you inform the candidate to submit their exam for scoring, and the score will be reported to both the candidate and entered into the Constructor Certification Commission's record.
- Examinee Surveys are completed online after the examination.
- Examination Site Administrator and Proctor Surveys should be completed by the Examination Site Administrator and all Proctors and returned with the other examination materials.

### Admission of Candidates

1. **LATE CANDIDATES:** A candidate who arrives after the official start time will be allowed entrance after full verification of identification and the completion of a Late Candidate Contractual Agreement Form. By signing the agreement, the candidate understands they **will not** be given extra time unless prior approval was received during the examination application process for special accommodations. Any candidate who refuses to sign the agreement should **not** be permitted to take the exam and should be instructed to contact the Constructor Certification Commission to reschedule.
2. No visitors are permitted in the testing room(s). The exception is the Constructor Certification Commission assigned Examination Site Auditor if the site is selected for an audit.
3. Any irregularities (including suspicious behavior, damaged materials, illnesses, emergencies, etc.) should be noted on the Incident Report form.

### Online Examination Launch Instructions

- Computer-based exams must **no**

- during the exam registration process to access the exam. Computer-based exams WILL NOT BE ACCESSIBLE without these credentials
- Prior to launch, ensure you have distributed the AC Examination Exhibit Booklets to candidates—these are reference materials necessary to answer certain questions.
  - To launch individual candidate exams:
    - Instruct candidates to go to <https://www.webassessor.com/aic>
    - Instruct candidates to login using their Webassessor username and password
    - Once logged in, instruct candidates to click on ‘My Assessments’
    - Locate the “**Associate Constructor Exam - Online University ONLY**” exam and click on the “Launch” icon
    - Once launched, the exam must be completed within 8 hours (480 minutes)
  - Candidates will receive an immediate pass/fail result upon completion

### **Morning Session – Candidate Instructions**

All directions appearing in **BOLD PRINT** are to be read verbatim to candidates:

When all candidates are assembled and seating has been arranged, say to the candidates:

**Clear your desks of everything except your pencils/pens. Cell phones, and all other electronic devices, must be shut off and put away at this time. No one will be permitted to receive or make phone calls while the examination is in session. If you need to use the restroom, you must surrender your computer along with your Exhibit Booklet and cell phone before leaving the room. Only one person will be permitted to leave the room at the same time.**

**I will now distribute the Exhibit Booklets. Please print your name on the booklet cover. You may write in your booklets including using it as scratch paper.**

**Each multiple-choice question in this examination will be followed by four choices for an answer. Only one of these four choices is the correct or best answer.**

**If you have any comments relating to any one or more questions you are provided space following each question.**

**You will have a total testing time of four hours, so you should have time to work on every question. Try to answer all the questions. If you are not sure of an answer, guess.**

**If you finish the morning part of the examination before the end of the 4 hour allotted time, you may leave providing you leave the Exhibit Booklet with the Proctor.**

**Are there any questions?**

After answering questions, instruct the candidates to begin the examination.

Time a maximum of 4 hours for the full morning examination. Remaining time should be posted or announced at regular intervals. Candidates finishing before time is up are permitted to leave providing all Exhibit Booklets are turned in and they do not disturb other candidates.

After 4 hours, let th

### **Afternoon Session – Candidate Instructions**

All directions appearing in **BOLD PRINT** are to be read verbatim to candidates:

When all candidates are assembled, say to the candidates:

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

If you are missing the Fed EX label, contact Brandon Pezzino at 856.423.7222 ext. 325 or [bpezzino@talley.com](mailto:bpezzino@talley.com).

