

American Institute of Constructors

Constructor Certification Commission Policy No. 3.4

CAC College and University Examination Site Audits

Policy – A random sample of 10% of the college and university examination sites administering the CAC certification examination will be audited by a Certified Professional Constructor selected by the Certification Manager.

Reference Commission Documents – Commission Policy 3.2 – Examination Site Activities, Commission Document No. 81 – Examination Site Visit Report

Introduction – There are two categories of certification examination sites. The first are Kryterion Testing Centers and the second are those at educational institutions and other entities approved by the Constructor Certification Commission (CCC). For the first category, the administration of both certification examinations is conducted by Kryterion Testing Centers in accordance with its manual entitled “Kryterion Testing Network Kyterion Testing Standards” which has been reviewed and approved by the CCC as meeting its Policies on testing and includes independent auditing of their sites. This Policy only pertains to those Commission approved college and university sites administering the CAC examination.

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provide them instructions in how to carry out the audit including
return the Examination Site Visit Report and provide them with
the respective Examination Site Administrator, on Commission
left with the examination proctor, explaining the purpose of the
reference to Commission Policy 3.2 and that the results of the
communicated to the respective Examination Site Administrator
following the administration of the examination. The instructions
following:

The visit should take place during the actual administration of the examination and not at the very beginning or end of an examination period. The visit should be for

a minimum of one hour and be conducted in such a manner as not to cause distractions to the examinees and proctors.

Upon arrival at the examination site, the individual conducting the audit, should introduce him or herself to the examination proctor(s), explain the purpose of their visit along with showing a government supplied identification and leaving