

**EXAMINER CHECKLIST AND INSTRUCTIONS for  
CONDUCTING SHOTCRETE NOZZLEMAN CERTIFICATION  
EXAMINATION SESSIONS**

Read *ACI Certification Policies for Shotcrete Nozzlemen*. In order for the program to maintain its credibility, and to be uniformly administered, this policy must be adhered to at all times — no exceptions!

**PRIOR TO EXAM**

- 1. Set examination date.
- 2. Determine examination location.
- 3. Determine if a training/education session will be conducted along with the written and performance examinations. If yes:
  - A. Establish number of classroom hours.
  - B. Date and start time of classroom hours.
  - C. Acquire training/education resources (including enough copies for all attendees and their supervisors).
  - D. Recommend at a minimum, an outline of subjects to be covered.
- 4. Verify number of attendee/examinees.
- 5. **Verify examinee's level of experience, literacy, and language (i.e., oral and/or Spanish translation requirements). 500 hours experience for first-time examinees/1000 or 500 hours conforming to the program Polices for examinees eligible for recertification.**
- 6. Determine number of processes (wet vs. dry) and number of positions (vertical vs overhead) for all examinees.
- 7. Order exam materials at least 3 to 4 weeks prior to exam date from ACI Certification Dept. by phone (248-848-3700), using LSG's Account No. Do not send blind FAX's. Do not over-order by more than five exams!
- 8. Determine number of supplemental examiners required (per policy) and arrange for their attendance.
- 9. If exam materials have not arrived 10 days prior to exam session, call ACI Certification Dept.
- 10. Upon arrival, immediately open and inspect for correct contents:
  - A. Exam booklets (for each process)
  - B. Demographic/Answer sheets
  - C. Performance exams (for each process and position)
  - D. Post Exam Report (form D6)
- 11. Verify that all necessary facilities and equipment are reserved and will be available on exam dates:
  - A. Classroom
    - 1. Size/seating/arrangement
    - 2. Audio/visual aid equipment
    - 3. Chalkboard/flip charts, etc.
    - 4. Tables with adequate room/space between examinees for the written exam
  - B. Performance Exam Site
    - 1. Verify who builds performance test panels (ensure conformance with *Policies*). Ensure delivery of panels and their proper positioning per *Policies*.
    - 2. Verify equipment supplier(s): (pump, compressor, hoses, nozzles, etc.). If not a regular shotcrete contractor, ensure that all equipment will be adequate size/capacity and compatible.
    - 3. Verify material suppliers: schedule, quantity, mix type, etc.
    - 4. Verify facilities have water, system for securing test panels, visqueen for protecting adjacent surfaces, etc.
    - 5. Confirm arrangements for coring of performance test panels.

## ON EXAM DAY

- 12. Review *ACI Certification Policies for Shotcrete Nozzlemen*. Keep a reference copy handy throughout.
  - A. Written exam**
    - 1. Make sure you have enough #2 pencils (and a sharpener or spares)!
    - 2. Distribute Demographic/Answer sheets. Review and explain instructions. Assist examinees in completing the demographic portion of the form. *Note: accuracy is important, as this data is used to mail results and credentials to the examinee.*
    - 3. Verify photo ID for each examinee.
    - 4. Distribute Examination Question Booklets - **one [1] booklet only per examinee!** Have examinee complete the information requested on the cover to ensure proper association with their Demographic/Answer sheet.
    - 5. Allow enough time for examinees to read instructions and ask questions. Walk through the instructions with the examinees using the examiner copy of instructions included with the exam package.
    - 6. Start exam – note start time.
    - 7. Stop exam after 90 minutes. Collect booklets and answer sheets; verify all are signed.
  - B. Performance exam**
    - 1. Verify that all individuals serving as Supplementary Examiners conform to the *Policies*, before beginning the exam.
    - 2. Recommend someone prepare a template for core locations, as an aid to subsequent coring of the performance test panels.
    - 3. Individually (i.e., one-on-one) orally review Performance Checklists with each candidate, filling in the form as you proceed. *Note: Use the Examiner's Guide to Oral Administration of Performance Checklists* sent with the exam materials.
    - 4. Make sure each candidate signs the waiver on the checklist form PRIOR to beginning the exam. Do not allow an examinee to begin the exam without signing the release.
    - 5. With multiple examinees, recommend completing all oral interviews prior to beginning the placement portion of the exam.
    - 6. Be sure to have means and methods available for placing positive identification on each panel as it is shot to correlate with each nozzleman!
    - 7. Placement portion of performance exam must also be witnessed by an examiner or a supplemental examiner, one-on-one. *Note: Some examiners prefer to work as a team with another examiner/ supplemental examiner, while witnessing an examinee shoot his panel; then conferring as the checklist is filled in.*
    - 8. Practice and repeat placements are permitted on a time and materials availability basis – see *Policies*.
    - 9. Confirm that equipment and site clean-up are addressed.
    - 10. Collect all performance exams and verify all checklists have been signed by Examiner or Supplemental Examiner. Fill in numerical grades where required.

## FOLLOWING EXAM SESSION(s)

- 1. Witness coring of performance test panels (usually a day or two after shooting, be sure to conform to *Policies* with respect to core size, number, and location).
- 2. Perform photo documentation of cores (especially for marginal or failing test results).
- 3. Perform core grading and enter results on form provided.
- 4. Complete grading of all performance phases and sign off as examiner.
- 5. Complete and sign the POST EXAMINATION REPORT (Form D6).
- 6. Collate each examinee's exam booklet, answer sheet, and demographic sheet together (do not organize booklets and scanner sheets into separate stacks).
- 7. Carefully repackage all materials (used and unused) and either send to ACI via UPS, or hold for UPS pick up (if return label was requested).

*ACI Certification Program Policies are designed to provide for programs that maintain objectivity, fairness, and meaningfulness without being unreasonably restrictive or inflexible. As the Examiner, you are ACI's representative on site and are responsible for overseeing the adherence to the letter and intent of the program policies. If you have a question, or require ACI's interpretation of a particular policy item, please do not hesitate to call.*