

Examiner Step-by-Step Checklist and Instructions for conducting Aggregate Laboratory Testing Technician Certification examination sessions

- Read *ACI Certification Policies for Aggregate Laboratory Testing Technician* — this policy must be adhered to at all times, especially Policy section 6! When in doubt, check the policy first, *then* call ACI!
- Make copies of this checklist and retain for future exam sessions.

PRIOR TO EXAM

- Determine examination date _____
- Determine certification/exam materials needs of individuals registered for exam session:
 - _____ # Seeking certification (either first-time or renewal) — order one (1) **FULL EXAMINATION** for each. Recertification requires passing both the written **and** performance exams.
 - _____ # Seeking written reexamination (examinee has passed the performance exam within one year of your scheduled exam date) — order one (1) **WRITTEN EXAMINATION** for each.
 - _____ # Seeking performance reexamination (examinee has passed the written exam within one year of your scheduled exam date) — order one (1) **PERFORMANCE EXAMINATION** for each. Please note: If the examinee had failed the performance exam by three (3) sections or less, he/she may be tested on only those sections failed — use only those checklists needed and the checklist report; in this case there is no charge for the performance exam. If the examinee had failed by four (4) sections or more, he/she must retake the **entire** performance exam; in this case there is a charge for processing the exam.
- Order materials at least four (4) weeks prior to examination date from the **ACI Certification Department by phone** using Local Sponsoring Group's CE Account Number, or provide above information to LSG ordering agent. *Do not send blind FAXes. Do not over-order by more than five (5) exams!* _____
- If exam materials package does not arrive at least two (2) weeks prior to the exam session, call **ACI CERTIFICATION DEPARTMENT** (248) 848-3790. _____
- Upon arrival, immediately inspect package for correct contents:
 - _____ # Exam booklets — one (1) for each examinee *if applicable*
 - _____ # Performance exam - one (1) for each examinee if applicable
 - _____ # Demographic/answer sheet(Combined) — one (1) for each examinee plus extras
 - _____ # Post Examination Report (Form D6) — one (1) for the session.

ON EXAM DAY

- Review *ACI Certification Policies for Aggregate Laboratory Testing Technician* — keep this policy in your possession at all times for reference!
- Distribute Demographic/answer sheets and relay the instructions (provided in the exam materials package) to the examinees — allow enough time for all examinees to complete properly.

Written exam — *if applicable*

- Distribute exam booklets — allow enough time before beginning exam for examinees to read instructions and ask questions. Begin exam.
- Stop exam after 2 1/2 hrs has elapsed. Collect booklets and answer sheets.

Performance exam — *if applicable*

- Verify that all individuals serving as Supplemental Examiners conform to the requirements in *ACI Certification Policies for Aggregate Field Testing Technician* **before** beginning the exam — make sure these individuals are in compliance with Policy Items 6.04 through 6.07; **this includes yourself!**
- Distribute Performance exams — verify that all examinees have signed the waiver on the checklist report **PRIOR** to beginning the exam; **do not allow an examinee to begin the exam if he/she has not signed the release!!** Begin exam.
- Collect all performance examinations, verify individual checklists have been signed by Examiner or Supplemental Examiner, and complete and sign each **CHECKLIST REPORT**.

FOLLOWING EXAM SESSION(S)

- Complete and sign the **POST EXAMINATION REPORT** (Form D6).
- Collate each examinee's exam booklet, Performance exam, and demographic/answer sheet together (keep each examinee's materials together — do not organize booklets and scanner sheets into separate stacks). **Carefully** repackage all materials (used and unused) and either send to ACI via UPS, or hold for UPS pickup (if call tag was requested). Other shipping arrangements and charges may be necessary for sessions conducted outside the contiguous U.S.

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.