

**Examiner Step-by-Step Checklist and Instructions for conducting
Lab Testing Technician — Grade II Certification examination sessions**

- ~ Read *ACI Certification Policies for Concrete Laboratory Testing Technician — Grade I and Grade II* — this policy must be adhered to at all times. 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 **any** section of the performance exam, he/she must retake the **entire** performance 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) 848-3700.
- ~ Upon arrival, immediately inspect package for correct contents:
 - ___ # Exam booklets — one (1) for each examinee *if applicable*
 - ___ # Answer sheets — one (1) for each examinee plus extras *if applicable*
 - ___ # Performance exams — one (1) for each examinee *if applicable*
 - ___ # Demographic sheets — one (1) for each examinee plus extras
 - ___ # Post Examination Report (Form D6) — one (1) for the session.

Although ACI will provide one (1) set of the following forms for each examinee in the exam materials package, they may be photocopied and kept on hand so you may provide them to future examinees well enough in advance to have them completed and returned at the exam session; this greatly reduces exam processing turnaround time — periodically compare your on-hand forms with those provided in the exam materials package to make sure you are using the current versions:

D5 Forms — must be two-sided copy
D11 Forms

- ~ Review the examinee forms and instructions, become familiar with the certification requirements — *you will probably be required to answer questions for the examinees about the mechanics of the work experience forms.*

continued

ON EXAM DAY

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

Written exam — *if applicable*

- ~ Distribute exam booklets and answer sheets — allow enough time before beginning exam for examinees to read instructions and ask questions. Begin exam.
- ~ Stop exam after (2) hours have 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 Concrete Laboratory Testing Technician — Grade I and Grade II* **before** beginning the exam - especially Policy Items 6.05 and 6.06.
- ~ 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.
- ~ Before beginning the performance of ASTM C 192, check to see if each examinee is a currently certified ACI Concrete Field Testing Technician — Grade I. Do this by visual inspection of their wallet card. If the wallet card is valid and current, they need not perform the tests for slump (C 143), air content (C 173 and C 231), unit weight and yield (C 138), and temperature (C 1064) under the ASTM C 192 performance test.
- ~ 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)

- ~ Distribute work experience forms and instructions to examinees who need them. Instruct examinees to either return forms to you (for preliminary evaluation *if applicable*) before forwarding to ACI, or directly to ACI Headquarters (Attn: Exam Processing).
- ~ Collect completed forms packages from examinees who have them.
- ~ Perform preliminary evaluation of examinee work experience using one D11 Form for each examinee — *if applicable*.
- ~ Complete and sign the **POST EXAMINATION REPORT** (Form D6).
- ~ Collate each examinee's exam booklet, answer sheet, demographic sheet, and forms 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.