

**Quality Review Procedure/Checklist
ACI Concrete Field Testing Technician - Grade I
Examination Session**

Prior to Arrival

As the ACI-designated reviewer, you will receive an info packet from the ACI Certification Department which includes:

- A. LSG info (summary sheet): contact names, addresses, phone numbers, examiner list w/program authorization codes
- B. Session info (summary sheet): exam date, time, location, examiner
- C. Materials order info: name of individual to whom materials were sent; amount and type of materials
- D. Directions to exam site

Your responsibility as an reviewer is to simply observe and record the results of your observations. Offer no assistance or guidance, and maintain a neutral, cordial demeanor at all times. Keep your review materials in your control at all times, and share your notes with no one. As indicated in the review procedure, make a copy of this review for reference, as you may be requested to answer specific questions about your notes at a later date; therefore, please print and express your observations clearly and plainly.

Upon arrival at exam location, prior to the exam (est. time 1-1/2 hr)

- 1 Introduce yourself to the LSG contact/Examiner. **Record name of contact:**

Inspection of exam materials

- 2 Determine where the exam materials were kept until transport to exam site. **Location description:**

- 3 Determine who has had control over, possession of, and/or access to the exam materials. Record name(s):

- 4 Determine who verified that the correct materials were received. Record name of verifier and date of verification.

Name

Date

5 Verify that the written exam booklet seals are intact (unbroken); if broken, investigate the circumstances surrounding the security breach and include your findings in the following description:

6 Materials condition description

Inspection of examination facility and personnel resources

General

7 **Verify that the examiner listed on the session info sheet is present. (4.04)**

Yes No

8 **If not, verify that the examiner present is listed on LSG summary sheet, and that the code letter "A" appears beside his/her name denoting ACI approval as an examiner for the Concrete Field Testing Technician program. (4.01 - 4.04)**

Alternate Examiner name: _____

9 Verify that the examiner has, or has ready access to, the ACI Field Technician Program Policy.

Yes No

10 **Ask the examiner if he/she is related personally to, and/or works for the same employer as any examinee. (4.10, 4.11)**

Personally Related		Same Employer	
<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No

11 **If employed by the same organization as an examinee, has the examiner applied for and received conflict-of-interest waiver from ACI? (4.11)**

Yes No – Reason _____

12 Record the number of proctors and supplemental examiners present to assist.

of Proctors

of Supplemental Examiners

13 **Verify that the Examiner has checked each supplemental examiner's qualifications. (4.05B, 4.09, 4.12)**

Yes No

14 **Verify that the Examiner has reviewed ACI policies/instructions with the proctors and supplemental examiners prior to administering exam. (Examiner must use ACI-supplied supplemental examiner instruction/sign-in sheet to convey proper examination behavior.) (4.05B)**

Yes No

Written Exam - Verification that facility provides proper testing environment

15 **Verify the provision of adequate space between examinees; adequate seating/writing surface; availability of No. 2 pencils and scratch paper.**

Yes No – Describe _____

16 **Verify the facility provides privacy/quiet/removal from external distractions.**

Yes No – Describe _____

17 **Verify proper lighting, temperature, restroom facilities.**

Yes No – Describe _____

18 **Verify flipcharts, chalkboards, posters, notices, training aids, etc. relating to exam content are covered or removed. (5.05)**

Yes No – Describe _____

Performance Exam - Verification that facility provides proper testing environment

19 Verify the provision of adequate space to conduct procedure/test at each station.

Yes No – Describe _____

20 Verify the equipment has been checked for proper operating condition.

Yes No – Describe _____

21 Verify the facility provides adequate privacy/quiet/removal from each other station and/or external distractions (make sure stations are not setup "on top" of one another).

Yes No – Describe _____

22 Verify proper lighting, temperature, restroom facilities.

Yes No – Describe _____

23 Verify the facility provides waiting/study area removed from the testing area.

Yes No – Describe _____

24 **Verify flipcharts, chalkboards, posters, notices, training aids, etc. relating to exam content are covered or removed. (5.05)**

Yes No – Describe _____

During the Exam

Written Exam - *Note: it is common practice for LSGs to "split" exam sessions (one-half takes written while one-half takes performance exam). This arrangement does not preclude the examiner from being "present and in control" of the session, unless a great physical distance exists between the two testing venues.*

25 **Verify the Examiner is present and in control of the exam session at all times. (4.04)**

Yes No – Describe _____

26 **Verify the Examiner/proctor has checked the identity of each examinee (via photo ID, etc.). (4.05D)**

Yes No – Describe _____

27 **Verify steps are taken to ensure books, notes, and other study materials or aids are not accessible to examinees. *Note: Simple-function calculators ONLY are allowed; programmable scientific calculators may be allowed at the examiner's discretion only if it is determined that relevant formulas have not been programmed into the calculator. Cell phones must be turn off and stowed.* (5.05)**

Yes No – Describe _____

28 **Verify that time is allowed prior to breaking seal on exam booklet for Examiner to have the examinees properly complete the demographic section of the answer sheet and sign the release. (4.05 E)**

Yes No – Describe _____

29 **Verify that after breaking the booklet seal, but before beginning the exam, the Examiner takes time to review with the examinees the instructions and policies on pages 1 and 2 of the question booklet, encourage the use of the challenge form, and answer any remaining questions.**

Yes No – Describe _____

30 **Verify that the Examiner clearly states when the exam has started.**

Yes No – Describe _____

31 **Verify the Examiner and proctors control the session to maintain a proper testing environment.**

Yes No – Describe _____

32 **Verify that the Examiner and/or proctors do not interpret exam questions or provide any form of technical assistance relating to the exam content.(4.05J)**

Yes No – Describe _____

33 Verify that exam answer sheets are collected after one hour of examination time has elapsed. *Note: The Examiner must allow examinees at least one-half hour with the question booklet to facilitate the writing of challenges on the Challenge Form (booklet page 3).* (5.07)

Yes No – Describe _____

34 Verify that the Examiner and/or proctors check that each answer sheet and booklet are properly completed and signed; verify that each examinee's answer sheet, booklet, and any scratch paper used are collected by the Examiner and/or proctors before the examinee is allowed to leave.

Yes No – Describe _____

Performance Exam - *Note: Many LSGs use the "station" system: one or more stations are set up for each test, each station is serviced by one supplemental examiner; examinee walks from station to station until all tests have been taken (examinee either walks his own checklists from station to station, or the exam documents are signed by the examinee and then burst and distributed to the supplemental examiners, after administration the checklists are re-collated and the summary report marked and signed by the Examiner). This does not preclude other forms of administration, as long as the policies reflected by this review form are maintained.*

*The review procedure assumes you will be walking from station to station "spot checking" performance exams. Observe at least one of each test/procedure in their entireties, and if possible, monitor each supplemental examiner's conduct through one full test/procedure. **It will also be necessary for you to repeatedly cycle through items 39 through 51 until you have completed reviewing the entire performance examination session - this checklist is intended to be a summary of all review observations.***

35 Verify that the Examiner is present and in control of the exam session at all times. (4.04)

Yes No – Describe _____

36 **Verify steps are taken to ensure books, notes, and other study materials *except for the supplemental examiner checklist* are not accessible to examinees. (5.05)**

Yes No – Describe _____

37 **Verify that the Examiner has checked that each examinee has signed the waiver on the checklist summary report **PRIOR** to allowing the examinee to perform any performance procedure. (4.05F)**

Yes No – Describe _____

38 **Verify that steps have been taken to ensure that examinees are not allowed to observe the performance exams of other examinee's while awaiting their turn.**

Yes No – Describe _____

39 **Verify that the Examiner / supplemental examiners direct examinees to which they are personally related (mandatory) or professionally related (if no waiver is in effect from ACI) to alternate stations. (4.10, 4.11)**

Yes No – Describe _____

40 Verify that supplemental examiners observe the performance of one examinee at a time. (5.13)

Yes No – Describe _____

41 Verify that the supplemental examiner follows the performance exam administration instructions, telling the examinee when to begin, then observing and marking the checklist accordingly. Aside from essential communication when soliciting completion of a handout, the supplemental examiner should not communicate either verbally or nonverbally nor indicating their positive or negative evaluation until the examinee has completed one trial. At the conclusion of the trial, the supplemental examiner must tell the examinee whether they have passed or failed, and if failed, what step(s) were failed. (5.12 - 5.28)

Yes No – Describe _____

42 Verify that the examinee is allowed to voluntarily suspend one trial and begin again without it being counted as a trial. (5.21)

Yes Did not observe suspension No - Describe:

43 Did you observe any apparent equipment failure during any performance examination? (5.11)

Yes - continue with item #44 No - Continue with item #49. *Mark "No" only if the **entire** performance exam **session** was conducted without an apparent equipment failure.*

44 Verify that upon completion or suspension, the supplemental examiner and/or Examiner inspects the equipment to determine if the failure was due to equipment or examinee error.

Yes No – Describe _____

45 Verify that if the trial was not suspended, and it is determined that the equipment is working properly, the examinee was failed on that trial.

Yes No – Describe _____

46 Verify that if the trial is suspended and it is determined that the equipment is working properly, the examinee was allowed to begin again without it counting as a trial.

Yes No – Describe _____

47 Verify that if the trial was not suspended and it is determined that the equipment is not working properly, the examinee was passed on that trial.

Yes No – Describe _____

48 Verify that if the trial is suspended and it is determined that the equipment is not working properly, the examinee may begin again with properly functioning equipment; it will not be counted as a trial.

Yes No – Describe _____

49 **Verify that if an oral exam is administered for the sampling procedure, the alternate oral checklist is used; examinees must provide/describe the procedure completely as reflected on the checklist. Verify that Examinees were informed which exam type was to be administered. (5.14, 5.18)**

Yes Not applicable No – Describe _____

50 **For ASTM C 231, either a type A or B meter may be permitted; the LSG should have notified which type will be available for the performance exam, in case the examinee wishes to bring the other type. If an examinee wishes to bring the other type, the LSG/Examiner should ensure the supplemental examiner at that station is proficient in operation of the examinee's type of meter. (4.12, 5.15)**

Yes Not applicable No – Describe _____

51 Special testing arrangements may be authorized by ACI to accommodate requests under the Americans with Disabilities Act. If observed, verify with the Examiner that ACI Headquarters has been contacted for guidance/approval regarding any special accommodations.

Yes Not applicable No – Describe _____

52 Verify that upon completion of the performance exam, all checklists are collected, collated, reviewed, completed and signed by the Examiner. (4.05G, H)

Yes No – Describe _____

53 Verify the Examiner and supplemental examiners controlled the session to maintain a proper testing environment.

Yes No – Describe _____

Following the Exam

Verify the Examiner *knows* the proper procedure for preparing the materials for return to ACI:

54 Verify the Examiner will complete and sign the Post Examination Report (Form D6).

Yes No

55 Verify the written and performance exam materials will be collated and repackaged for return shipment to ACI.

Yes No

56 Verify the Examiner knows they are to remain under his/her control or that of the authorized LSG contact until pickup by UPS or other traceable shipping service.

Yes No

57 Copy review report and retain copy. Send original to ACI via traceable service.

Additional Notes / Observations
