

EXAMINATION SESSION INSTRUCTIONS

GENERAL

ACI Examiners and Sponsoring Group personnel are responsible for overseeing—and ensuring adherence to program policies throughout—examination sessions. Failure to do so can result in suspension of the session and loss of indemnification coverage from ACI Certification for the Examiner and Sponsoring Group.

If questions or uncertainties arise regarding the meaning of these instructions, please contact ACI Certification at (248) 848-3790 prior to the examination.

PRIOR TO THE EXAM SESSION

- Order all examination materials from the ACI Certification department at least 4 weeks prior to the start of the session. Do not assume that the order has been received until you receive confirmation of your order. If materials do not arrive at least 2 weeks prior to the session, contact ACI.
- Immediately open your exam shipment and review the Packing List to confirm that the items and amounts shown are included in the package. Please notify ACI Certification immediately if the quantity and type of items on the form differ from what was received.
- The examination session has been assigned a unique Session Number (found on the Packing List and Form D6 Post-Examination Report with the examination materials). Please refer to the Session Number when making inquiries about this session.
- Keep all examination materials in a secure location until the examination session begins.
- Review the program policies prior to your examination session. A copy of the current policy can be printed from the ACI Certification web site (www.ACICertification.org). Policies may be found under the “Sponsoring Group Resources” tab.

ON EXAM DAY

Written Examinations (if applicable)

- Allow time before starting the written examination for Examinees to complete their demographic information on the demographic/answer sheets. The forms should only be completed with a No. 2 pencil. Examinees should provide the address to which they want their results mailed.
- When more than one exam version is provided (e.g., 21A, 21B, etc.), distribute the versions alternately among Examinees such that adjacent Examinees do not have the same exam version.¹
- Review the provided examination instructions with Examinees—they are an exact copy of the instructions found in the front of each exam booklet. (Do not open and use an extra exam booklet; any opened exam books will be considered “damaged” and fees will apply.)
- Stop the exam after the allotted time. Collect all exam booklets, answer sheets, and any scrap paper. Make sure that each Examinee has signed the demographic/answer sheet and exam booklet before they leave the testing site. Absence of either signature will prevent processing of the individual’s exam.

¹ Specialty or inspection-type programs with *greater than* 100 questions across all written exams—such as Concrete Quality Technical Manager and Post-Installed Concrete Anchor Installation Inspector—deviate from this numbering system. Always review your exam materials in advance to familiarize yourself with the different examinations.

EXAMINATION SESSION INSTRUCTIONS (Continued)

Plan-Reading Examinations (if applicable)

- Allow 15 minutes before starting for the Examinee to review the plans drawings, without opening their exam booklets.

Performance Examinations (if applicable)

- Verify that all Examinees have signed the waiver and have entered their name and contact information on their Performance Checklists before beginning the performance exam. Do not allow an Examinee to begin the performance exam if they have not signed the waiver. Absence of their signature will prevent processing of the individual's exam and can result in the loss of indemnification coverage from ACI Certification for the Examiner and Sponsoring Group.
- Verify that everyone acting as a Supplemental Examiner (including yourself) meets the requirements in the program policies before conducting any performance exams.
- Verify that everyone acting as a Supplemental Examiner has read and signed the enclosed Supplemental Examiner Instructions (if included) before conducting any performance exams.
- Collect all performance exams and verify that every page has been completed, signed and the grade marked by the Examiner or Supplemental Examiner.
- If issues arise during the performance examination, please document the issue and forward to the ACI Certification department for review.

AFTER THE EXAM SESSION

- Complete and sign the enclosed Form D6 Post-Examination Report. Be sure to record the number of used and unused exams.
- Keep each Examinee's written booklet(s), performance exam, and demographic form/answer sheet together, sort them alphabetically, and do not staple them. Carefully package all materials (used and unused) in one box and return to ACI Certification on the next available business day.
- If you requested a UPS Return Label, attach the label to the outside of the box. The box can be given to your UPS representative upon their regular delivery, or you can return the box to a UPS service center.
- If you did not request a UPS Return Label, return the box via a traceable courier service. Address the box as follows:

Examination Processing
Certification Department
American Concrete Institute
38800 Country Club Drive
Farmington Hills, MI 48331