

Examiner Step-by-Step Checklist and Instructions for conducting Tilt-Up Supervisor & Technician Certification examination sessions

- Read *ACI Certification Policy for Tilt-Up Supervisor & Technician* — 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.
- 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
 - _____ # Demographic/Answer sheets — one (1) for each examinee plus extras
 - _____ # Post Examination Report (Form D6) — one (1) for the session.
 - _____ # Work Experience Forms Package — one (1) for each examinee plus extras

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

- 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.*

ON EXAM DAY

- Review *ACI Certification Policy for Tilt-Up Supervisor & 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 the demographic side properly.

continued

Written Exam

- Distribute Written Exam booklets — allow enough time before beginning exam for examinees to read instructions and ask questions. Begin exam.
- Stop exam after two (2) hours have elapsed. Collect exam booklets and answer sheets.

FOLLOWING EXAM SESSION(S)

- Complete and sign the **POST EXAMINATION REPORT** (Form D6).
- Collate each examinee's exam booklets, demographic/answer sheet, and forms together (keep each examinee's materials together — do not organize booklets, packets, scanner sheets, and forms 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.