

Examiner Step-by-Step Checklist and Instructions for conducting Flatwork Finisher/Technician Certification examination sessions

- ~ Read *ACI Certification Policies for Concrete Flatwork Finishers and Technicians* — 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) 848-3700.
- ~ Upon arrival, immediately inspect package for correct contents:
 - _____ # Exam booklets — one (1) for each examinee
 - _____ # Forms Package — one (1) for each examinee plus extras
 - _____ # Performance Exams — one (1) for each examinee if applicable
 - _____ # Demographic / Answer Sheets for each examinee
 - _____ # 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

D16 Forms

D17 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.*

continued

ON EXAM DAY

- ~ Review *ACI Certification Policies for Concrete Flatwork Finishers and Technicians* — keep this policy in your possession at all times for reference!

Written exam

- ~ 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.
- ~ Distribute exam booklets — allow enough time before beginning exam for examinees to sign the exam booklet, read instructions and ask questions. Begin exam.
- ~ Stop exam after two (2) hours have elapsed. Collect booklets and Demographic/ Answer sheets.

Performance exam — *if applicable*

- ~ Verify that all Supplemental Examiners conform to the requirements in *ACI Certification Policies for Concrete Flatwork Finishers and Technicians* **before** beginning the exam — make sure you and your supplemental examiners are in compliance with Policy Items 6.06 and 6.07.
- ~ 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)

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