

# SUPPLEMENTAL EXAMINER INSTRUCTIONS

## GENERAL

As a Supplemental Examiner, you are responsible for examining the performance of Examinees on the test methods and practices covered by this program.

In order to serve as a Supplemental Examiner, you must:

- Have had experience in concrete testing.
- Be selected and adjudged qualified by the Examiner.
- Be considered trustworthy and conscientious.
- Be certified as an ACI Concrete Field Testing Technician—Grade I or be an ACI-approved Examiner.
- Be thoroughly familiar with current applicable ASTM test methods and practices, as appropriate.

You shall not examine anyone who is personally related to you or who is employed in the same organization, with the following exception—state Department of Transportation (DOT) employees may serve as Supplemental Examiners to other DOT employees, provided they do not work in the same division, bureau, or district.

If questions or uncertainties arise regarding the meaning of these instructions, please contact ACI Certification at (248) 848-3790 prior to the examination. If issues arise during the performance examination, please document the issue and forward to ACI Certification for review.

## CONDUCTING THE PERFORMANCE EXAMINATION

- You shall observe only one Examinee conducting a test method or practice at a time.
- Test methods and practices must be physically performed in their entirety; Practice C172/C172M may be administered as a verbal examination.
- The performance exam for Test Method C231/C231M allows either a Type A or B meter. Prior to the examination, the examinee should be informed of which type of meter will be available and given the option of bringing the other type.
- Before beginning a trial, the Examinee may ask questions about the use of specific types of equipment, such as platform scales, pressure meter types, etc. This is not intended to provide training for the test, but rather to clarify differences between the equipment used for the exam and the equipment used by the Examinee in the field.
- The performance examination is closed-book; do not allow the use of books or notes.
- Maintain objectivity during the performance exam. Do not answer questions specific to test procedures or offer advice, suggestions, guidance, criticism, or comment. Do not express approval or disapproval, either verbally or with body language.
- Verify that all necessary identification information has been recorded on the Examinee's performance checklist.
- The Examinee shall perform the entire test in your presence.
- Evaluate the Examinee's performance based on the criteria outlined on the performance examination checklist; circle "PASS," "FAIL," or "N/A" corresponding to each step on the checklist.
- Do not stop the Examinee if an error is made; rather, allow the Examinee to perform the test in its entirety. Since the Examinee may make further errors in that trial, stopping the Examinee at the point of an error may defer mistakes to the second trial and may not provide a proper opportunity for the Examinee to pass the performance exam.

## **SUPPLEMENTAL EXAMINER INSTRUCTIONS (Continued)**

- Incorrect performance or omission of any required step of the test method or practice and/or inclusion of extraneous steps shall constitute failure of that trial.
- Circle “PASS,” “FAIL,” or “SUSPENDED” for the overall score for each trial, and sign and date the checklist.
- For the purposes of certification, an Examinee may not be failed on a test due to faulty equipment. It is the responsibility of the Examiner/Supplemental Examiner to determine if the failure is attributable to Examinee error or equipment failure.
- Immediately following completion of each trial, inform the Examinee of the results and explain any failures.
- The Examinee shall be allowed two trials for each applicable test method or practice. If resources permit, it is advisable to arrange for a different Supplemental Examiner to observe the second trial of an Examinee who has failed a first trial. Failure of the second trial shall constitute failure for that part of the performance exam.
- Direct any challenges or complaints to the Examiner.

### **VOLUNTARY SUSPENSION OF A TRIAL**

- Examinees shall be permitted to voluntarily suspend one trial per test method or practice and restart from the beginning—not from the point of the suspension—if they feel that they made an error that would result in a failure of that trial. Voluntary suspension of a trial shall not be counted as a failure of that trial.
- It is the Examinee's responsibility to suspend a trial; Supplemental Examiners may not solicit or suggest invocation of the voluntary suspension during the performance exam. (Prior to the exam, you may suggest that if an Examinee is unsure of whether or not they have made a mistake in their first trial, it is better to complete the trial and save the voluntary suspension for the second trial, if needed.)
- If the Examinee elects to suspend a trial, simply draw a horizontal line in the column used (either first or second trial) at the point of suspension and circle “SUSPENDED” as the overall score for that trial. Begin marking the new trial in the "Re-Trial" column. (The combination of the incomplete checklist column terminated with a horizontal line and the used "Re-Trial" column should indicate clearly that a voluntary suspension was used.)
- The re-trial must begin immediately without the Examinee consulting the marked checklist or notes. Do not provide any comments regarding the marks you made on the checklist for the suspended trial.

### **PERFORMANCE EXAMINATION HANDOUTS**

- Performance Examination Handouts are for on-site use only—they are not to be returned to ACI Certification for processing. The decision to either confidentially discard or retain these handouts on file after the performance examination is left to the sole discretion of the Sponsoring Group.

## SUPPLEMENTAL EXAMINER INSTRUCTIONS (Continued)

I have reviewed the preceding Supplemental Examiner Instructions and agree to abide by them:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
ACI Certification ID No.

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Employer *(if DOT, include division, bureau, or district)*

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