ASOPE PROCTOR TRAINING AND GUIDELINES

Overview

The American Society of Power Engineers, Inc. (ASOPE) testing modules are executed in testing locations by Proctors who are assigned by the Regional Directors. Assigned Proctors must register with, and be approved by ASOPE prior to the proctoring of any ASOPE examination.

ASOPE is responsible for Proctor selection, supplying examination materials to Proctors, and ensuring that module integrity is maintained by registered Proctors.

Overview (cont)

ASOPE examination module protocol requires a minimum of one proctor for each group of 30 or less applicants. Therefore, 31 applicants for example, would require two proctors and 61 applicants would require three proctors as a minimum.

Overview (cont)

All individuals performing in, or desiring to perform in the capacity of an ASOPE Proctor are required to complete the Proctor Registration Application.
This application must be approved prior to proctoring or attending any ASOPE examination session. The application will remain on record at the ASOPE National Office.

Applications are available by contacting ASOPE regional officials.

Responsibilities

ASOPE Proctor professional responsibilities and duties include:

- Establishing order, document control, and applicant examination preparation.
- Verifying all testing applications have been signed by an Examining Engineer.
- Verifying that the test modules in-hand match the modules approved by the Examining Engineer.

Responsibilities (cont)

- Review the ASOPE testing Proctor's script in detail prior to examination start.
- Verify signature and ID of all examinees against the required photo ID.
- Ensure all examination fees have been collected, if the examinee desires to pay by check.

Responsibilities (cont)

- Ensure that no exam is issued to those who pay by check without verifying that personal checks contain full name; street, city and state address; drivers license number; and phone number.
- Distribute test material to examinees.
- Instruct examinees on proper completion of Answer Sheets.
- Instruct applicants on test purposes along with license types and grading.

Responsibilities (cont)

- Prevent ANY collaboration among examinees.
- Ensure examinations are administered and classroom testing protocol is maintained according to established ASOPE standards.
- Ensure quiet is maintained for duration of testing.
- Collect all examination materials upon completion.

Responsibilities (cont)

- Ensure all Answer Sheets, Exam Booklets, Formula Sheets, and Scratch Papers are returned in the original examination packet and sealed for shipment.
- Ensuring all exam modules are returned to secure storage prior to shipment.
- Sign the Proctor Test Transmittal Form, certifying adherence to proper ASOPE test conditions and protocols.

Responsibilities (cont)

- Document any and all classroom episodes which may compromise test integrity and/or proper test grading.
- Report any and all such episodes to ASOPE officials.

Testing Security

A critical element of ASOPE testing modules is the integrity of their use.

Exam questions, answers, and test procedure security must be maintained to the standards required by the ASOPE National agreement with ASOPE Regional Directors.

To ensure these requirements and standards are met, the following steps shall be followed:

Testing Security (cont)

- All test module packages shall be maintained under secured (locked) access and control.
- Test applicants shall be the only persons to whom a test is given or shown, and only at the time of testing.
- Tests may periodically be modified. ASOPE reserves the right to exchange or trade-out any exam or exam groups.

Testing Security (cont)

- Under no circumstances shall exams be supplied to, or be viewed by, potential applicants prior to a testing session.
- Regional Directors represented by the Proctor are responsible for maintaining testing integrity.
- Violation of ASOPE exam security protocol shall be cause for termination of the ASOPE agreement with the offending Region and the test session Proctor.

Testing Security (cont)

- The Proctor's presence in the classroom is to ensure, to the highest extent possible, that all examinees are not aided or handicapped by external influences in their attempt to achieve ASOPE Licensing or certification.
- Any Proctor found deficient in carrying out their duties will be so advised and, where necessary, will be removed as an ASOPE Proctor.

Testing Security (cont)

- All ASOPE registered Proctors are subject to random spot checks by any of the following entities:

    - ASOPE Regional Officials
    - ASOPE National Board of Directors
    - ASOPE Test Enforcement Committee Members

- Spot checks may be anonymous in nature.

Testing Security (cont)

Only one Proctor shall be responsible for a single testing session. On the occasion where there may be more than one proctor, one shall be designated as the Lead Proctor responsible for the testing session. All other proctors will be assistant proctors and shall be under the direction of the Lead Proctor. The Lead Proctor may delegate certain administrative and proctoring duties to additional assistants, however the overall level of classroom control shall be established and maintained by the Lead Proctor. The Lead and all assistant proctors must be recorded on the Proctor's Test Transmittal Form.

Test Site Preparation

In cooperation with Regional Directors, the Proctor is responsible for providing a proper testing location. The site selected shall meet the following criteria:

- The exam room should be quiet, well-lighted, comfortable, and suitable for uninterrupted testing.
- External noise shall be kept to a minimum.
- All testing conducted by a single, must take place in one room.

Test Site Preparation (cont)

- All testing room entrances shall be closed during testing. If an examinee must leave the classroom during the test session, their exam shall be retained
  by the Proctor until their return.
- Only Number 2 wooden pencils supplied by the proctor shall be used.
- No visitors are permitted in exam rooms during testing. Exceptions are ASOPE Staff.

Maintaining Control

ASOPE Proctors must establish their authority early in the test session. The following recommendations will eliminate the possibility of a disorganized testing session:

- Only the Proctor shall instruct examinees during a test. Instructions delivered shall be precise and expeditious.

Maintaining Control (cont)

- The Proctor shall emphasize to all examinees that they are NOT to begin the test until instructed to do so.
- ASOPE Proctors shall not allow any activities in the exam room to distract them from their proctoring responsibility.
- Should any situations occur, they shall be handled as quickly and expeditiously as possible.

Maintaining Control (cont)

- Distractions are invitations for individuals to gain control and begin conversation for test assistance from other examinees.
- All personnel taking exams shall be warned immediately to refrain from speaking to other candidates if found to be doing so.

Maintaining Control (cont)

- If such behavior persists, one of the examinees should be moved to another seat and the names and identification numbers of the candidates involved recorded on the comment section of the Proctor Test Transmittal Form. Any such report could result in the invalidation of test scores.
- If warranted, the Proctor may remove examinees from the session and invalidate their exams.

Maintaining Control (cont)

- ASOPE Proctor shall not answer inquiries from applicants about test questions.
- Examinees are to remain in their seats at all times.
- When finished, examinees shall raise their hand indicating they are ready to turn in their exam.
- Examinees shall only turn in their test when called to come forward by the Proctor.
- Once examinees have turned their tests, they must immediately exit the test room.

Examination Integrity

ASOPE randomly selects questions from multiple test banks for each test level classification. Each test is a different test version for that classification and contains different questions. Exams are NOT reordered versions containing the same questions. ASOPE restricts access of all tests to only the authorized individuals necessary for the fulfillment of the ASOPE Licensing program. For ASOPE proctors, this security will include a number of specific procedures:

Examination Integrity (cont)

- Tests are to be distributed only by a registered ASOPE Licensing Proctor.
- Examination packets must also match the examination grade that has been approved on the examinee's approved application form.
- Test envelopes may not be opened anywhere but in the examination room during a testing session.

Examination Integrity (cont)

The maximum number of days any exam may be retained by an ASOPE Proctor is 30 days after date of receipt. Immediately following the 30th day, the exam must be returned unopened to:

> ASOPE Inc.
> P.O. Box 130
> Bristol, WI 53104

Integrity: Test Handling

Pre-Session Protocol: Proctors shall take into the session the specific number of exam packets required to distribute ONE test only to examinees with ASOPE approved exam applications.

Proctors shall have a sufficient supply of sharpened #2 lead pencils for each applicant during the test.

Integrity: Test Handling (cont)

The sealed Examination Packet shall contain the following four items only:

One examination booklet
One Answer Sheet
A Formula Sheet
One sheet of Scratch Paper

Integrity: Test Handling (cont)

Post-Session Protocol: Immediately after the exam session, Proctors shall place the Examination in the 8 digit numbered packet envelope that matches the number on the exam booklet, along with the Answer Sheet, Formula Sheet and Scratch Paper (even if it is blank). Turned in tests SHALL NOT be shown to examinees. No discussion or viewing of tests shall take place between examiner and applicants.

Integrity: Test Handling (cont)

Returning Tests: Unless otherwise instructed by the Examining Regional District, all ASOPE exams shall be shipped within 48 hours to:

By US Mail: ASOPE
P.O. Box 130
Bristol, WI 53104

Shipping: ASOPE
7575 216th Ave
Bristol, WI 53104

All exam packages shall have a valid tracking number; by US Postal, Fed Ex, or UPS.

In regards to exam fees, **DO NOT SEND CASH**. ASOPE will accept checks and money orders, you may call our office with credit card payments (866) 926-1821.

ASOPE Exam Proctor Script

IMPORTANT

The ASOPE Licensing exam is a closed book exam. Talking is not permitted during the exam session. You are permitted to have on your desk the formula sheet (provided in the exam packet), a non-programmable calculator, scratch paper (provided in the exam packet), two #2 pencils provided by the Proctor, and the ASOPE Application signed by an ASOPE Licensed Examining Engineer. All other items must be removed. Do not write on or in the test booklet.

ASOPE Exam Proctor Script (cont)

Open Your Examination Packet

- Do not open the examination booklet
- Verify the 8 digit number on your envelope is the same that is on your answer sheet. If not, tell me immediately.
- Check to see if a formula sheet is included.
- Check to see if a blank sheet of scratch paper is included. Print your name at the upper right hand corner of this paper.

ASOPE Exam Proctor Script (cont)

Open Your Examination Packet (cont)

- Ensure you darken the correct response on your answer sheet completely.
- Fill out the information requested on the answer sheet.
- Do <u>not</u> sign and date the answer sheet until you have completed the examination.

ASOPE Exam Proctor Script (cont)

Open Your Examination Packet (cont)

After all examinees have filled out their answer sheet information:

- You have 3 hours to complete the test; 4 hours for First Class and above exams.
- No talking during the exam.
- When finished, sign and date the answer sheet.
- Remain in your seat and raise your hand when ready to turn in exam.
- You may only turn in your test when called to come forward.

Ending the Exam Session

- The Proctor shall be certain that all testing materials have been collected.
- The close of the testing session is subject to the program desired by Regional Directors.
- Following the testing session, the Proctor shall be responsible for keeping all exam packets secure until they are shipped for grading.

Ending the Exam Session (cont)

Applicants can become very anxious about their test results and sometimes expect rapid turnaround of their scores.

As an ASOPE Proctor, you can receive reports similar to the candidates (Session Breakdown Report), where the results may be based on the entire test group or individual candidates.

Exam Pass/Fail Criteria

ASOPE exams require a passing grade of at least 70%. Licenses and Certificates shall be issued to those applicants meeting this criteria.

ASOPE passing applicants should receive their certificates within one week after receipt of tests at the National Office.

Applicants who do not pass an exam shall be so notified along with instructions for re-testing.

Statistical Test Profiling

Proctors should be aware of the use of statistical profiling for measuring test performance.

The goal of the test is to check the level of understanding of the subject matter by the person being tested.

The results of the test generally follow a predictable profile. These profiles tend to provide a good forecast of how applicants may score.

Statistical Test Profiling (cont)

Through statistical profiling, the level of difficulty of each question on the test is known. The probability of any one question being answered correctly is also known.

All Proctor and assistants should be aware that ASOPE reserves the right to use statistical studies of the test profile to monitor the performance of training organizations and the Proctor.

Thank you for watching this presentation. The BOD

Developed By Larry G. Tarvin

Edited By The ASOPE BOD

Final Editing and Slide Placement Scott Rankin