

INSTRUCTIONS FOR ADMINISTERING WPI EXAMS

Thank you for serving as proctor for this exam. All WPI certification exams must be taken under the supervision of a proctor. The proctor is responsible for supervising the entire exam administration process. As a proctor, you must:

- Ensure that only authorized items are allowed into the testing room
- Verify the identity of candidates scheduled to take the exam
- Monitor candidates during the exam session
- Maintain a quiet, secure and professional testing environment
- Ensure that no unauthorized materials leave the testing room

Below are the procedures a proctor must follow before, during and after the certification exam. The proctor must review the following instructions before administering any WPI certification exam. Familiarity with all examination materials is essential and will make exam administration easier.

PRELIMINARY PLANNING

Because examination results often affect the careers of candidates, adequately preparing for an exam session and selecting an environment conducive to concentration are essential. The following are several elements necessary for a successful exam session.

Staffing

One proctor is needed for every 25 examinees. For groups larger than 25, an assistant may be used for each additional 25 examinees being tested. Please remember that each assistant must review all examination instructions prior to the exam session.

Scheduling

The time limit for the WPI 110-question standardized exam is three hours. In addition, a minimum of one extra hour should be scheduled to allow sufficient time to admit examinees to the site, read exam instructions to the examinees, distribute and administer exams, and collect exam materials. The proctor must ensure that exams are completed within the allowed time limit. Examinees must not be given additional time to complete the exam.

Closed Book Exams

All WPI standardized exams are closed book. No reference material is allowed in the examination site. No electronic devices for the storage, display, or transmission of data, such as cell phones, personal digital assistants (PDAs), programmable calculators, computers, or cameras are allowed in the examination site. Candidates should only bring the following items to the testing site: valid photo identification, a non-programmable, non-graphical calculator that has no text storage capability, two sharpened soft-lead (#2 or HB) pencils and an eraser. Any other material must be left outside the examination site. All notes must be written in the exam book or on scratch paper provided by the

proctor. Candidates are not allowed to take any written material from the examination site. Candidates are expressly prohibited from recording examination content in any format. Candidates who violate these rules may be asked to leave the site and may be disqualified from the exam as well as future exams.

Test Site

Make certain the area where the exam will be administered is quiet and free from distractions. WPI recommends that all exams be administered in a classroom, or similar room, where outside activities which may distract examinees are the least likely to occur. To prevent interruptions, post the “Do Not Disturb—Exam in Progress” sign provided by WPI on the door. The proctor must also ensure that the lighting and ventilation are adequate and the temperature is comfortable. If unsatisfactory conditions should arise inside or outside the testing room, they should be remedied as soon as possible.

Examinees should have a flat surface that supplies sufficient working room, such as a table. The surface should be large enough to accommodate an open exam book and an answer sheet. If space is available, please seat examinees in a checkerboard or alternate row seating arrangement. Do not seat examinees close together or directly facing one another. It is also important to allow enough room between the rows or tables for the proctor to move easily about the room.

Examinees may leave the room during the exam session if they receive an emergency phone call or need to use the restroom. Examinees will not receive additional time to complete the examination for time lost during a break. Also, only one examinee at a time will be allowed to leave the room during testing. While examinees may take as many restroom breaks as needed, each restroom break should not last longer than 10 minutes. Examinees should never freely roam the building; please inform examinees about any areas of the building that are “off-limits” to them. Monitor the length of time examinees spend on a restroom break and if an examinee exceeds the 10-minute limit, send another proctor (if available) to check on the examinee. Closely observe examinees after they have returned from the restroom; in particular, pay attention to determine if they have returned to the testing room with any prohibited personal item or display suspicious or unusual behavior.

Examination Security

Maintaining the security of WPI exam material is essential to uphold the integrity of the testing service. Security breaches can occur before, during, or after an examination. Conduct that may violate the security of an examination includes, but is not limited to:

- Theft of portions of, or entire, examination
- Removing examination material from a test site without authorization
- Reproducing examination material without authorization
- Using paid test takers for the purpose of reconstructing an examination
- Using improperly obtained test questions to prepare persons for examination
- Cheating during an examination
- Impersonating an examinee or having an impersonator take an examination
- Loss of a shipment of examination booklets

It is the responsibility of the proctor(s) to aggressively ensure the security of the examination at all times and to immediately report any security breaches to WPI. A breach in examination security has significant repercussions for WPI, including the costs of replacing questions and developing new exams. WPI reserves the right to pursue damages from a certification program, including remuneration for the costs of replacing compromised questions and developing new exams, arising from security breaches while the examination material was in their possession.

EXAMINATION MATERIALS

Materials Provided By WPI Prior to the Exam Session

1. Printed test books, or test book masters. Only one certification level is included in each test book. *Examination Instructions* and the *WPI Formula/Conversion Table* are provided in each test book as references for the examinee.
2. Scannable answer sheets and *Answer Sheet Instructions* for each examinee.
3. “Do Not Disturb—Exam in Progress” sign.
4. Examinee Log(s): Provided to record the name, identification number, exam category, and test book number for each examinee. You can either use the form provided by WPI or provide your own form that includes all of the information on WPI’s Examinee Log.
Note: Accurate completion of this form is important because it allows WPI to verify that examinees are scored for the correct exam category and certification level.
5. Exam Administrator Report(s): Provided for the proctor to report any problems that were identified during the exam session or to note any exam questions for WPI to review.
6. Question Comment Form: Provided for each examinee to record specific comments or concerns about exam questions.
- 7.

Materials the Examinee Should Bring to the Exam

1. Photo ID for identification purposes
2. Two sharpened soft-lead (No. 2 or HB) pencils and an eraser
3. Identification number assigned by the certification program
4. Non-programmable, non-graphical calculator that has no text storage capability (optional, but recommended)

EXAM ADMINISTRATION

Step 1—Process Admittance Slips

It is very important that candidates are properly identified. Only scheduled candidates are permitted into the examination room. Verifying the identity of each scheduled candidate is crucial to ensuring the security of the examination. Therefore, the exam proctor must check each person’s identification carefully. Review the valid photo ID of each candidate to verify his/her identity before the candidate enters the examination room. Anyone who does not have a valid photo ID may not enter the examination room or take the certification exam. The candidate must be informed that proper

identification is required and without such identification he or she cannot be admitted into the examination.

Ask the examinee to print his/her name, identification number, and the exam being taken (e.g. Water Treatment Class I) on the Examinee Log. The proctor should complete the test series and book number columns on the Examinee Log when the test books are passed out (see Step 3). The test book number is found in the upper right hand corner of the test book.

Step 2—Complete Identification Data on the Answer Sheet

The following are detailed instructions that contain notes to the proctor, and text to be read to the examinees. All instructions that the proctor should read aloud to the examinees are italicized. Start the exam instructions by reading:

All WPI standardized exams are closed book. No reference material is allowed in the examination site. No electronic devices for the storage, display, or transmission of data, such as cell phones, personal digital assistants (PDAs), programmable calculators, computers, or cameras are allowed in the examination site. Please clear your work areas except for two sharpened soft-lead (No. 2 or HB) pencils, erasers, and a non-programmable calculator. First, I will give each of you an answer sheet and a copy of the Answer Sheet Instructions. Please do not write on the answer sheet until I tell you to do so.

Distribute one answer sheet and one copy of the *Answer Sheet Instructions* to each examinee.

Read the Answer Sheet Instructions along with me as I explain how to correctly complete your answer sheet.

Hold up a copy of the *Answer Sheet Instructions* for the examinees to see.

Use only a soft-lead (No. 2 or HB) pencil to fill out the answer sheet. Fill in each circle completely with your pencil, making a dark, heavy mark. Any erasing should be done carefully and should not leave smudge marks.

Under the section “Name,” please print your name: Last name, first name, middle initial. Leave a blank space between your last name, first name, and middle initial. Do not use commas or periods. Fill in the circles below the boxes that correspond to the letters of your name.

At this point, the proctor should check to make sure that all examinees are printing their names in the correct place and filling in the circles correctly. Also, make sure examinees are using a pencil and are printing only one letter in each box. This information is critical to processing exam results. If this section is not filled in correctly, exam results may be delayed.

Under the section “Identification Number,” print your ID number starting with box A. Do not put spaces, hyphens, or slashes between the numerical groups of this number. Any extra boxes should be left blank. Fill in the corresponding circles below the boxes.

Again, make sure examinees are printing their numbers in the correct boxes and filling in the circles as instructed.

Under the section "Special Codes," below the letter K, print the number that represents the category of the exam you are taking today. Please refer to Table 1 below to determine this code, and fill in the appropriate circle. If you have any questions, please raise your hand.

Table 1

<u>Number</u>	<u>Category</u>
515	Water Treatment
515	Distribution
2	Collection
3	Wastewater Treatment
4	Wastewater Laboratory
5	Industrial Waste
6	Cross-Connection Control
7	Very Small Water System
8	Water Laboratory
9	Other

Check to see that the examinees complete the appropriate circle under the letter K.

Next, below the letter L, print the number of the level of the exam you are taking today. Refer to Table 2 below to determine this code. Fill in the appropriate circle. Again, if you have any questions please raise your hand.

Table 2

<u>Number</u>	<u>Level</u>
515	Class I or D
2	Class II or C
3	Class III or B
4	Class IV or A
5	Class V
6	Class VI
7	OIT
8	Other

Step 3— Administer the Examination

The following steps detail procedures for administering the actual certification exam. Again, all instructions that the proctor must read aloud to the examinees are italicized. Please read instructions exactly as written. If you make a mistake in reading the instructions, say “No that was wrong. Please listen again,” and read through the instructions again. If necessary, you may explain directions in your own words, but proctors must not help on specific exam questions.

I am going to give you a test book and Question Comment Form. If you have any specific concerns about exam questions, write your comments on this form. Do not break the seal on your book until I tell you to do so.

Distribute all of the test books and Question Comment Forms. Record the test book numbers on the Examinee Log as test books are distributed. The test book number is found in the upper right hand corner of the test book.

Please check the title of your test book to make sure you have the correct test. Now below the letters M and N on the answer sheet, print the last two digits of your test book number. These digits are printed on the upper right hand corner of your test book. Fill in the corresponding circles. Again, please let me know if you have questions.

Next, break the seal of the test book and fold back the front cover to the Examination Instructions. Has everyone found this page?

Please read the examination instructions to yourself as I read them aloud.

1. Read each question carefully before choosing the best answer. There is only one correct answer for each question. If you mark more than one answer, the question will be counted wrong. Unanswered questions will also be counted wrong, so answer all questions.
2. Use a soft-lead (No. 2 or HB) pencil to mark your answers on the answer sheet. Be sure that the number of the question in your test book matches the number on your answer sheet, then fill in the corresponding circle. If you must erase, do so carefully and thoroughly.
3. The time limit for completing an exam is 3 hours for a 100 to 120 question exam and 4 hours for a 150 to 180 question exam. Work as quickly and as carefully as you can. Do not spend too much time on any one question. You can come back to that question later.
4. A Formula/Conversion Table, which is to be used when making calculations, is included in the front of the test book.
5. *When you are finished with the exam, turn in all exam materials to me. Only one examinee will be allowed to return his or her materials at a time. Please wait in the room while I check over your materials. After I finish reviewing your materials, please leave the room quietly.*
6. If you must leave the room during the session, turn in all your exam materials to me. Authorized reasons for leaving the room include receiving an emergency phone call or using the restroom. You will not receive additional time to complete the examination for time lost during a break. Also, only one examinee at a time will be allowed to leave the room during testing.

7. Any attempts to cheat on any examination will result in the immediate termination of your examination. Furthermore, examinees are absolutely prohibited from recording examination content in any format. Examinees who violate the security of any examination will have their examinations terminated and may face additional consequences from the certification board or agency.

Are there any questions?

After answering all questions, allow the examinees to begin the exam. The proctor should begin timing the exam.

Step 4— Monitor Examinees during Exam Session

Maintain a classroom atmosphere while administering the exam. During the examination session, the proctor is responsible for carefully monitoring the examinees as well as the testing room conditions. It is very important to ensure that both the lighting and temperature of the testing room continue to be acceptable during an examination session.

Check periodically to make sure that examinees are correctly marking their answers on the answer sheet and that they are using No. 2 pencils. The proctor must not help any examinee with specific exam questions.

Do not leave the examinees alone while taking the exam. The proctor is responsible for both the standardized administration and security of the examination. Be certain that the examinees do not receive any outside assistance while taking the exam. This includes help from other persons, prepared notes, and reference material. When monitoring examinees, if the proctor observes any suspicious activity, which may indicate cheating or the recording of examination content, he/she should watch the examinees carefully to verify the suspicious behavior. The following actions may be evidence of examinee cheating:

- Examinees are whispering or talking during the examination.
- Examinees appear to be exchanging notes with one another.
- Examinees appear to be using notes – either in written or electronic format.
- Examinees switch seats during the examination.

Another form of cheating may involve the writing down or recording of examination content by one examinee to later be shared with another examinee. Because miniature recording devices are so widely available and affordable, it is possible for examinees to sneak such devices (such as voice recorders, cameras, and video recorders) into the testing room and attempt to remove examination content by these means. Recording devices can be hidden in many everyday personal items, such as hats, pens, watches, eyeglasses, and even perhaps, jewelry.

Step 5— Collect Examination Materials

The proctor must ensure that exams are completed within the allowed time limit. Examinees must not be given additional time to complete the exam. Only one examinee is allowed to turn in exam material at a time. All materials handed out must be turned in to the proctor. This includes exam books, answer sheets, Question Comment Forms and Answer Sheet Instructions. Please check each answer sheet to verify that all identification boxes have been marked correctly.

Note: *Answer sheets must be grouped according to exam category and class level. If this is not done, scoring will be delayed and scoring errors may occur. The answer sheets should not be creased, folded, torn, or stapled.*

Immediately following each examination session, the proctor must complete the Exam Administrator Report. Record pertinent information on this report, such as the exam date, the number of examinees tested, name(s) of assistant(s), and any deviations from regular procedures. Also, record the name(s) of any examinee(s) involved in unusual circumstances and an account of those circumstances.

Step 6—Shipping Examination Materials

All answer sheets and examination materials must be returned to WPI. These include:

- Test Books
- Exam Administrator Report completed
- Examinee Log(s) completed
- Answer Sheets sorted by certification category and level – Please keep a photocopy of the answer sheets to protect against possible loss during shipping.
- Question Comment Form(s) – Please keep a photocopy of the completed forms so that the state/provincial certification program can review examinee comments. WPI also reviews comment forms as time permits.

A mailing label is provided for your convenience. Please take extra care when packing answer sheets because if any answer sheets are damaged, the processing of results will be delayed. For security reasons, all examination materials must be returned to WPI by a secure, traceable shipping method requiring signature upon delivery, such as United Parcel Service, FedEx, or US Postal Service Certified Mail, to the address listed below:

Testing Service
Association of Boards of Certification
2805 SW Snyder Blvd., Suite 535
Ankeny IA 50023

HOW TO CONTACT WPI

If you have any questions about administering an WPI exam please contact us, by phone: **(515) 963-5921** or e-mail: **testing@gowpi.org**.