

Form PCC4

NRMCA Pervious Concrete Contractor Certification Examiner Step-by-Step Instructions

PRIOR TO EXAM

1. Determine date of Written Examination and/or Performance Evaluation
2. Determine certification/exam material needs of individuals registered for certification session:
 - Written Examinations only, administered to 1st time Technician candidates, or re-tests or re-certifications for Technician, Installer, and Craftsmen candidates
 - Full Installer examination packages, which are comprised of Written Examination, Performance Evaluation and Installer Application
 - Full Craftsman examination packages, which are comprised of Written Examination, Performance Evaluation and Craftsman Application. The standard spreadsheet to document work experience shall be provided.
 - Performance Evaluations only, administered to 1st time Installer and Craftsmen candidates, or re-tests or re-certifications for Installer and Craftsmen candidates
 - Note that many of the referenced forms are posted on the NRMCA website – www.nrmca.org.
3. Only approved Local Sponsoring Groups or Examiners can order certification materials. Exam materials will be sent only to a pre-approved location, based on the address listed in the Examiner's or Local Sponsoring Group's application. Certification/exam materials must be ordered at least **four (4) weeks** prior to the examination date by completing Form PCC11.
4. If your exam materials package does not arrive from NRMCA at least two (2) weeks prior to the exam session, call the NRMCA Certification Department at (240) 485-1154.
5. Upon arrival of the exam materials, immediately inspect the examination package to ensure all the necessary contents are included:
 - PCC4 Examiner Step-by-Step Instructions (this form) – one (1) for each session
 - PCC5 Written Exam Sign-in / Sign-out Sheet – one (1) for each Written Examination session
 - PCC6 Post-Examination Report – one (1) for each session
 - PCC7 Exam Materials Check List – one (1) for each session
 - Written Examinations – one for each Technician, Installer and Craftsman candidate
 - Written Examination Scantron Answer Sheets – one for each Technician, Installer and Craftsman candidate
 - PCC8 Installer Application – one for each Installer candidate (upon request)
 - PCC9 Craftsman Application and spreadsheet to document work experience – one for each Craftsman candidate (upon request)
 - PCC10 Performance Evaluation – one for each Installer and Craftsman candidate (upon request)

It is the responsibility of the Examiner or the Local Sponsoring Group to secure the test materials until the time the exam is administered.

6. Once the materials arrive, the examiner should review the examinee forms and instructions and become familiar with the certification requirements – the examiner will probably be required to answer questions from the examinees about completing and submitting the Installer and/or Craftsman Applications, where applicable.
7. Select and instruct any proctors to administer the written examination and supplemental examiners to facilitate the performance evaluation. Make sure that proctors and supplemental examiners have the opportunity to read and digest these guidelines prior to the test date; make sure they clearly understand the required procedures.
8. Obtain #2 lead pencils or black ink pens for all examinees.

ON EXAM DAY

Preparation

1. Review the Certification Policy. Keep this policy in your possession at all times for reference on Exam Day.
2. Ensure that the setup for the written examination has seating such that there is adequate space separating examinees. Ensure that the Local Sponsoring Group has established the area and necessary requirements to administer the performance evaluation (when applicable).

Written Examination

3. All examinees should report 30 minutes before the exam START TIME, so that the Examiner has time to complete pre-test procedures.
4. All examinees must sign-in on Form PCC5 as they arrive. The Examiner must check the name against those who were scheduled to attend and verify his/her identify by checking a photo ID.
5. For the written examination, the examinees should not have any material with them other than a #2 lead pencil or a black ink pen. If he/she has other material, the examinee must give the material to the examiner or proctor until the examinee turns in his/her exam.
6. Seating arrangements should ensure that all examinees are spread out and that reading off of another exam is very unlikely.
7. Explain the criteria for certification as a pervious concrete Technician, Installer or Craftsman. Distribute Form PCC8 Installer Application to those intending to obtain Installer certification and Form PCC9 Craftsman Application to those intending to obtain Craftsman certification.
8. At the designated start time, the Examiner should pass out one (1) Scantron answer sheet to each examinee.
9. The Examiner should go over the left portion of the Scantron answer sheet with the examinees. Together the class will fill out the requested information.
 - a. Name: examinee's last name, and first 6 letters of examinee's first name
 - b. Gender: optional
 - c. Grade or education: leave blank
 - d. Birth date: optional
 - e. Identification #: located on the top right corner of exam
 - f. Special code: leave blank
10. Now direct the examinees to the right portion of the Scantron answer sheet. Explain that this is where the examinees record their answers. They can also write (circle) the correct answer in the test booklet and transfer the answers to the Scantron answer sheet. The bubble on the Scantron answer sheet needs to be completely filled. They can also write notes or scribble calculations if needed in the test booklet. Please emphasis that only the answers on the Scantron answer sheet will be corrected.
11. Tell the examinees that the test is a multiple-choice / true-false test.
12. The written test is 60 questions. The test grade is based on the number correct out of 60 questions. A passing grade is a minimum of 75% (45 out of 60 correct) or greater. All unanswered questions are marked "incorrect."
13. Once examinees understand how to fill in the Scantron answer sheet, individually hand one (1) exam to each examinee. Examinees are not to open the exam booklet until the Examiner instructs examinees to do so. Examinees should clearly fill out their name and contact information as requested on the front cover of the exam booklet and sign the ethics statement. They should verify that all pages of the exam are included in their copy of the exam as indicated on the cover.
14. Explain to the examinees that they have two (2) hours to take the exam. Tell them the start time is _____, the end time is _____, and post how much time is left periodically.
15. Tell the examinees that the time allowance for the written examination is very generous, therefore, many could finish before the allotted time. Instruct examinees that if they finish the exam before time is called, examinees are to quietly bring up their Scantron answer sheets inserted into their test booklet and submit them to the Examiner.
16. Examiner, a supplemental examiner or proctor must be in the test room at all times, must maintain order and periodically circulate around the room to prevent cheating.

LATE ARRIVALS for the WRITTEN EXAM

1. Admission of late arrivals is allowed, but NO late-arrival examinee is allowed to test if the time of arrival at the test room exceeds 30 minutes after their report time or if an examinee has left the test area on completion of the exam.
2. Explain to the late arrival that the admittance is with the understanding that he/she must cease work at the scheduled completion time for the exam. Therefore, the time that has already passed since the exam started will be deducted from their time to take the exam. The late arrival will, therefore, have less than two (2) hours to answer the exam questions.
3. Examiner should note late arrivals on the exam sign in form.
4. If the late arrival wishes to proceed, quietly discuss the test instructions and direct the examinee to begin testing upon taking their assigned seat.

PERFORMANCE EVALUATION – IF APPLICABLE

1. Verify that all Supplemental Examiners conform to the requirements of the Certification Policy **before** beginning the Performance Evaluation.
2. Before the evaluation begins, distribute Form PCC8 Installer Application or Form PCC9 Craftsman Application to all attempting the Performance Evaluation.
3. The Examiner (or Supplemental Examiner) verifies the examinee by checking identification of the examinee's photo identification.
4. The Examiner (or Supplemental Examiner) will give the examinee Form PCC10 Performance Evaluation to fill out the demographic information, read the liability waiver, and sign the evaluation sheet. The examinee is permitted to review the items on the checklist that he/she will be evaluated on. **Do not allow an examinee to begin the evaluation if he/she has not signed the release!**
5. The Examiner (or Supplemental Examiner) writes "P" for Pass or "F" for Fail in the appropriate space on the checklist as the examinee finishes each item on the checklist. If the performance task is not executed correctly the first time, the examinee is allowed a second attempt to correctly attempt the task. The Examiner notes the pass/fail result each time. (The task does not need to be repeated if executed correctly on the first try.)
6. The Examiner collects all completed performance evaluations from the Supplemental Examiners.
7. The Examiner verifies that all items on the checklist have been evaluated on the individual Performance Evaluations and that the Supplemental Examiners have signed the checklist.

FOLLOWING THE CERTIFICATION SESSION(S)

1. Complete and sign Form PCC6 Post Examination Report and Form PCC7 Exam Material Checklist. Ensure the correct numbers of exams and forms used are indicated on Form PCC7. The Local Sponsoring Group will be billed for examination use based on number of Written Examinations.
2. Collate each examinee's Written Examination booklet and Scantron answer sheet, and Performance Evaluation together. The individual Scantron answer sheet and Performance Evaluation should be inserted into each individual Written Examination booklet. Keep materials together. **DO NOT** organize booklets, Scantron answer sheets, Performance Evaluations and forms into separate stacks. Carefully repackage all materials (used and unused.)
3. The following need to be returned
 - a. Form PCC5 – Written exam sign in sheet
 - b. Form PCC6 – Post Exam Report
 - c. Form PCC7 – Exam Materials Checklist
 - d. All completed and unused Written Examinations.
 - e. All completed Performance Evaluations.
4. Send to NRMCA via a method that is traceable (we recommend UPS or FedEx) to:

**NRMCA Certification Department
National Ready Mixed Concrete Association
900 Spring Street
Silver Spring, MD 20910
(240) 485-1154**