

Attachment 1-1 (From CTQM Chapter 1)

Proctoring Responsibilities

- Provide quiet room without disturbances, and adequate writing space for each Trainee (minimum 6 sq. ft.).
- Before the exam begins, read the "instructions" page to the Trainees.
- Do not allow Trainees to: Use personal electronic devices / calculators, write in any books or on paper that will not be collected afterward or take any exam materials, worksheets, or papers with them after the exam.
- Remain in the exam room during the exam, and ensure the Trainees are not disturbed by any distractions.
- Ensure that no examinations will be read by anyone other than the Trainee during exam time.
- Ensure that the exam submitted by each Trainee represents the individual's own work.
- Ensure that only one Trainee is allowed out of the room at a time.
- Ensure the Exam Serial Number written on the Exam Answer Sheet is correct.
- **Verify the Trainee's identity by confirming the following:**
 1. The name and photo on the Florida Driver License or ID card match the Trainee presenting it.
 2. The first and last name exactly match the information associated with the Trainee's TIN (Trainee ID Number) on the CTQP website.

Administrative Responsibilities

- Ensure that all examinations are secured in a locked area until exam time.
- Ensure that no examinations will be copied for any reason.
- Sign, scan and return this document in the packet to be returned to the CTQP Administrator.
- When sending the exam materials back to the CTQP Administrator scan them to a PDF format.
- The exam package shall include:
 1. Excel spreadsheet form filled in with class roster information
 2. Scanned PDF of student answer sheets (bubble sheets)
 3. Scanned PDF and signed PDF of the Proctor Responsibilities (this page)
 4. If a proficiency test was given, a signed and scanned PDF proficiency test cover page
 5. If a course was given, scanned PDF student survey bubble sheets

NOTE: Several CTQP Qualifications have pre-requisites. Encourage students to provide copies of the required pre-requisites and to complete the specific CTQP qualification affidavit. Scan copies of pre-requisites and the respective CTQP affidavit. Please visit www.ctqpfloida.com to review affidavits for different CTQP qualifications.

(From CTQM 1.10 Provider Responsibilities)

(16) Within 48 hrs. of the completion of the Provider's presentation of CTQP training and/or examinations, transmit to the CTQP Administrator all examination booklets, answer sheets, course evaluation surveys, a copy of the class sign-in sheet, a copy of the examination sign-in sheet, and a course summary report including course title, course date, course location, provider name, Instructor(s) name(s) and a list of trainees with the following information for each trainee: name, DL, **TIN***, employer, trainee status (audit only, course and exam, challenge exam only, or re-qualification exam). * **TIN (aka Trainee ID) is needed as required by Construction Training Memo NO. 001-25.**

General Rules

- Once examinations have begun, do not allow anyone to enter the exam room; including those individuals who were scheduled to take the exam but who have arrived after the exam has begun.
- No phone calls are allowed for Trainees, Proctors or Instructors while the exam is taking place.

By my signature, I verify that I have followed all of the proctoring responsibilities on this page.

Signature

Date ____/____/____

Printed Name

For this session were you: (Circle one)

Instructor

OR

Proctor



Proctor needs to read this to the examinees:

INSTRUCTIONS

- Turn off any cell phones or any other electronic devices. Trainees are not permitted to use cell phones, personal calculators or other electronic devices during an exam. Electronic devices with a "vibration" feature may be left on. If expecting an emergency call, notify the proctor prior to the beginning of the examination. Returning phone calls prior to turning in your answer sheet is not permitted.
- All tests are on a time constraint and are graded on the percent answered correctly. So, if having problems on any one question, skip it and return to it. When skipping a question, make sure to skip the appropriate number on the answer sheet.
- For security reasons, only one person at a time will be allowed to leave the examination room to visit the restroom. If you are unsure if anyone is out of the room, please ask the proctor for information.
- Close all books and move all your belongings away, so there is no question whether any of the material brought in was being used.
- As you can see on the cover sheet of your exam:
 - The open/closed book status is listed
 - The duration of the exam is listed
 - Again, you should answer all the questions
 - You shouldn't write in this booklet, any answer marked in the test booklet will not count if you do not transfer it correctly to the answer sheet.
 - Mark all your answers on the answer sheet provided.
 - Use only a #2 pencil
 - Use only the calculator provided
 - Use only the scratch paper provided
- Pull out the answer sheet. Make sure to follow these directions:
 - Write your first and last name in the spaces provided. Your names need to match **exactly** as they are shown under your TIN (Trainee ID) on the CTQP website.
 - **Write your full TIN (Trainee ID).**
 - Bubble Yes or No if this is a Challenge Exam (Exam without a Training Course).
 - Bubble in the answers to the corresponding questions.
- If you have any questions, raise your hand and I will come to you. I will not be able to answer any technical questions.
- When you are finished with the exam:
 - Collect all your test materials and turn them into the proctor.
 - Make sure to return all scratch paper with the completed exam.
 - Collect all your belongings as quietly as possible, so as to not disturb the other examinees, and leave the room.
 - You will be required to show your Florida Driver License (FDL) or your Florida ID card when you turn in your answer sheet. Your photo ID will be needed to verify your name, photo, and TIN.