

## Administering a Print-Based Exam (page 1 of 3)

### Identify and Post the Exam Form Number

- ❑ The Exam Form Numbers appear in the right-hand corner of the front page of the exam. They also appear at the bottom of every page of the exam. This number is critical to ensuring that answer sheets are scored properly.
- ❑ Post the Exam Form Number and Exam Session Number for the exam you are administering in your exam room. Be sure to write the Exam Form Number large enough so that it can be read easily from any seat in the room.



### Directions for Completing Answer Sheets

- ❑ Have examinees take out their answer sheets or distribute them if they are in your possession. Distribute Number 2 pencils. Have examinees take out their calculators and dictionaries (if English is a second language) at this time.
- ❑ Examinees should clear their desks of all other belongings. Scratch paper is not allowed; however, examinees may write in the margins of the exam.
- ❑ Inform examinees that by filling out the answer sheet, they authorize NRAEF, or its designee, to release score information to them and other appropriate sources, such as their educator and employer (if applicable). Personal information is considered secure and privileged information and cannot be used for any purpose other than that connected with this program.
- ❑ Have examinees record the Exam Form Number on their answer sheet; this is critical to ensure the answer sheet is scored properly.
- ❑ Examinees should clearly print the requested information in the boxes provided. Direct them as follows:
  - Space words appropriately, but do not put spaces between each letter of each word.
  - Darken the oval containing the character written in the box directly at the top of each column. If using the entire word will cause you to run out of space, abbreviate.
  - Thoroughly erase any mark that is made accidentally. Multiple darkened responses will be recorded as errors, so it is important to darken only one oval for each response.

**Note:** *Errors in darkening the proper ovals for the name will result in the certificate being misspelled.*

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### Directions for Completing Answer Sheets *continued*

- ❑ Make sure your examinees use the same name (not a nickname, abbreviation, etc.) on both Level 1 and Level 2 answer sheets. Discrepancies in names can delay the release of the National Certificate of Achievement.
- ❑ Walk around the room to verify that examinees are filling out the answer sheet correctly. Inspect the answer sheets, looking for the following:
  - Illegible handwriting
  - Information placed in inappropriate fields
  - Incorrect Exam Form Number listed



### Distribute Exams

- ❑ Hand an exam directly to seated examinees, one at a time. Do not allow examinees to pass exam(s) to other examinees. After each examinee receives an exam, place any extra exams and any other testing materials in a secure place that will not cause confusion when examinees turn in their exam materials.
- ❑ Instruct examinees not to begin the exam until told to do so.
- ❑ Inform examinees that all exam questions should be answered. Only one answer should be darkened for each question. If there are more spaces for answers on the answer sheet than there are questions on the exam, extra spaces should be left blank.
- ❑ Review exam instructions and expectations with examinees and allow time for questions. Once all questions are addressed, examinees may begin the exam.

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### During the Exam

- ❑ The exam should take about an hour to complete. However, examinees should be given as much time as needed to complete their exam.
- ❑ Examinees may not talk during the exam. Examinees with questions should raise their hands for assistance.
- ❑ Without disturbing the examinees, take frequent walks around the testing room to prevent cheating; ensure that students are successfully following directions and are able to have inquiries answered.
- ❑ Only one examinee at a time may go to the restroom during the exam. Collect their exam and answer sheet as the student leaves, and return the same materials to them upon returning. **Remember:** Do not allow more than one examinee to be absent from the room at the same time.
- ❑ This is a copyrighted exam. At no time during this exam may exam booklets or answer sheets leave the room.



### Collect Exam Materials and Dismiss Examinees

- ❑ Only one examinee at a time may approach the educator to submit their exam and answer sheet.
- ❑ You will once again inspect the answer sheet for errors in its completion. If you find the examinee has not completed the answer sheet accurately, you must hand the answer sheet back to the examinee, who may correct errors **only on the registration portion of the answer sheet**. An educator should never alter, erase, or correct an examinee's answer sheet—this is considered answer sheet tampering.
- ❑ After you have completed the answer sheet inspection process and have both the answer sheet and exam booklet from the examinee, they may then leave the room (or sit quietly until everyone has finished).

**Note:** The educator is responsible for ensuring that no one looks at the exam materials after they have been collected. Do not combine answer sheets with exam booklets for any reason. You could accidentally destroy an examinee's answer sheet or fail to submit it for grading.