

# RSES EPA 608 Proctor Script

*Please read this script completely to ensure an equal testing experience.*

*Please read the script before holding the exam(s) to ensure familiarity and speed of instruction on testing day.*

Prior to test day, ensure that candidates that are retesting know their EPA certification ID#, or bring in their EPA card, and proof of scores. Even if a candidate has failed, they should have received a letter from the testing organization with an issued certification ID#. Ensure that candidates know their Social Security Number and bring a photo ID.

On test day, ensure you have your proctor ID #, and ensure that you have the following materials:

Material	Amount
Testing booklets (PT charts in back of book)	1 per candidate
Answer/bubble sheets	1 per candidate
#2 pencils	2 per candidate
EPA 608 Mandatory Testing Information Form	1 per candidate
Blank scrap paper (for calculations)	1 per candidate
Simple, 4 function, non-programmable calculator	1 per candidate
EPA 608 Letter visibly posted in room	1 in room
Your first/last name and proctor # visibly posted in room	
List of first/last names of individuals you will be testing	

## SCRIPT

**Hello, my name is *(your name)* and I am a proctor for RSES. I will be conducting today's test and ensuring a fair testing environment.**

**Before we begin, I will perform some security measures and give an overview of the session information.**

**All personal electronic devices and items not necessary for testing to be stored in *(storage you have designated outside of testing area)*. This includes phones, smart watches, watches, personal notebooks, pens, etc. We recommend silencing your devices prior to storage.**

*Collect and store the items until the test session is over. Do not allow access to these items during the test session.*

**Now I will need to check your personal identification. RSES requires you to show a Photo ID such as a driver's license, student identification, or passport. Without a photo ID, you cannot sit for the exam, and you will need to leave.**

*Check each candidate's photo ID. Even if you know a candidate personally, they still need to show you their photo ID. If any candidate does not have a photo ID, have them leave the testing area.*

Today I will be administering the EPA 608 exam. This is a closed book exam. It has four sections, with 25 questions per section. You may opt to test for all sections, or just sections you need. You must pass the core to qualify for type I, II, type III, or Universal Certification. If you have already passed the core and one other section, you can opt to test for just the sections you need. If you previously were open book certified, you must retake and pass the Core, or your scores will be automatic failure. The minimum passing score per section is 70%, or 18 questions correct out of 25. You have 2 hours to complete the exam. Should you earn your certificate, cards will be mailed directly to you. Results will be mailed directly to me, the proctor.

### **MANDATORY TESTING INFORMATION FORM**

I will now hand out the Mandatory Testing Information Form, exam booklets and pencils. Please wait for my instructions to fill it out. Do not open the exam booklets.

*Hand out 1 form, 1 exam booklet, and #2 pencils to each candidate.*

For this form, please write neatly and slowly and follow along with my instructions. If these answers are illegible, RSES will not be able to process your exams.

All exam candidates for the EPA 608 must fill out the Mandatory Testing Information form, regardless of filling it out from a prior exam session.

**Today's Date** – Tell candidates today's date. Ensure they fill it out in MM/DD/YYYY format.

**First name, last name, middle initial** – Fill this out to match the name on your photo ID. Leave the middle initial blank if you do not have one.

**Phone #** - Candidates provide the best phone number to reach you at.

**Date of Birth** – Have candidates provide their date of birth. Ensure they fill it out in MM/DD/YYYY format.

**Email** – Candidates provide the best email to reach you at.

**Social Security #** - Candidates provide their social security number. This is mandatory as it is a unique identifier and is crucial to linking and searching for candidate's exam records. If there is an issue with candidate's SSN, please contact RSES for alternative options.

**Proctor name** – Spell out your name, first and last to candidates. You may write it on a board or piece of paper for candidates to copy from.

**Proctor ID #** - Your proctor ID # is the unique number you were given when your application was approved. You may write it on a board or piece of paper for candidates to copy from.

**Exam version code** – Have students circle their exam version code. It is the 3-digit letter/number combination on exam booklet after exam version.

### **Exam History Information**

1. If this is your first time ever taking the EPA exam, check the first box.
2. If you have taken the EPA exam before with RSES, check the second box. RSES will attempt to locate and stack your records.

3. If you have taken the EPA exam before with another organization, check the third box, and ensure you provide your previous testing records to me before the end of today's exam session. *RSES requires proof of which section(s) have been successfully completed. You can mail a copy of the certification card, or documentation of scores, along with the candidate's name, address, phone, and social security number when you mail the answer sheet.*

*Please check to ensure that candidates have completed their mandatory testing information forms to the fullest extent. Accurate and legible forms are imperative to RSES being able to score candidate exams in a timely manner and ensuring that no duplicate records are created for candidates.*

*Once completed, collect the forms. You will mail these in with the exams.*

*Next, pass out the exam booklets, answer/bubble sheets, scrap paper, calculator, and extra pencil. Do not allow students to open their booklets yet.*

## EXAM SECURITY INFORMATION

**Here are the guidelines to follow during the exam today:**

- **Maintain silence during the exam.**
- **Refrain from distracting/disturbing movements (i.e., pencil tapping) moving around during the exam (walking, etc.)**
- **You may leave one at a time to use the restroom. Raise your hand and wait for my direction.**
- **Cheating includes communicating with candidates, copying, and sharing answers. Removing exam materials such as booklets is also considered cheating. In such cases, I will collect your exam materials and your test will not be scored.**
- **Violations of testing security measures may invalidate results for everyone.**
- **RSES reserves the right to revoke certification and test results if improper conduct or cheating is detected.**

**Once testing begins, I cannot answer questions on any subject other than testing procedures. If you have any questions about the information, we have already covered about test specifics and certification requirements please ask them now. The only items allowed on your table for the RSES exams are your test packet, pencils, and a non-programmable calculator, and scratch paper.**

*Make sure that all candidates have the correct test booklet (Refrigerant Usage Certification)*

**We will now go over the instructions on how to complete your answer sheet, also known as a bubble sheet.**

**You must use a #2 pencil to fill out this sheet. Sheets marked in pen will result in returned exams and a failure to score.**

**Do not mark your answers in the booklets. Exam scanning machines cannot scan the booklets.**

## EPA ANSWER SHEET INSTRUCTIONS

**Please enter the information according to my instructions. Please do not skip ahead. Place one letter or number in each of the bubbles and fill in the corresponding circle below.**

### 1. Last Name

If you have tested with RSES before, please use the exact last name you used previously to prevent record duplication. It is recommended that you match the name on your Photo ID. The name on your answer card should match the name you provided on your mandatory testing information form.

## 2. First Name

If you have tested with RSES before, please use the exact first name you used previously to prevent record duplication. The name on your answer card should match the name you provided on your mandatory testing information form.

## 3. Middle Initial

Again, it is important to provide the same middle initial you used previously.

**4. Certification ID – Candidates leave this area *blank*.** RSES will generate a certification ID number for new candidates, and use retester's information to stack their records.

## 5. Today's Date

Fill in with today's month/day/year.

## 6. Home Address/Apt/City/State/Zip

Please fill this out with your home address or preferred mailing address. This is where their card will be sent (if applicable)

Flip over your sheet.

*(Back of sheet)*

## 7. Telephone No.

Please fill out with a phone number at which you are best reached.

## 8. Proctor ID #

*Give candidates your proctor ID #*

## 9. Exam Code

Your exam code is a three-digit letter/number combination on the front of your exam booklet after exam version. Example: F33

## 10. Date of Birth

Please fill out with your (testing candidate's) personal date of birth.

## 11. List on directory of RSES EPA Section 608 Certified Technicians

RSES recommends selecting Yes for ease of searching for records. This will make it easier for both you and employers to find your certification information in the future. Contact information and social security number will not be displayed.

## EXAM INSTRUCTIONS

- You must use a #2 pencil to fill out your answer sheet.
- Do not mark the test booklet. Any answers marked in the test booklet will not be counted.
- Only answers marked on the answer card will be counted.
- Please note that you must fill in the bubble completely for it to be read by the scanner; do not use check marks.
- There is an example at the bottom of the answer card where it shows the correct way to mark an answer on the first page.

You will have two hours to complete your exam.

If you complete your exam before the time limit (2 hours) please raise your hand. I will come over and ensure that all materials have been completed. If all the testing materials are complete, I will collect your exam materials.

Remember, any exam opened in this session must be returned by the end of that exam's time limit, even if you have not finished it. Once the time limit has been reached, I will ask you to set down your pencil and flip over your answer card and wait for me (or [assistant proctor]) to come by. I will then check your materials for completion, have you sign your answer sheet and write your email, and collect them.

*If you are allowing candidates to leave the session as they complete their exams, please read the "End of Session" information at this point.*

**Are there any questions? Please remember I will only be able to answer questions about testing procedures; I will not be able answer any questions or provide clarifications about the exam items.**

*Answer any questions.*

**If there are no more questions, let us begin. Please open the front of your test booklets and begin.**

*Announce the current time. The time limit for the exam begins now. Candidates have two hours to complete the exam. At the end of an exam's time limit or when a candidate raises his/her hand to indicate that they are finished, check their materials for completion, have them sign their answer sheet and write their email.*

*As a reminder, you will be mailing in:*

- Completed answer sheets
- Mandatory Testing Information Form
- One remittance form per group of exams taken

*You (the proctor) may keep Exam Booklets to re-use later and reorder blank exam answer sheets as needed.*

*You will need to ensure that their answer sheet has been filled out, and that they have completed all questions if they still have time remaining. After you have determined that all the materials have been completed, collect them for mailing.*

## END OF SESSION

After all exams have been completed or the time limit has been reached, you can read the following informing candidates of how to reach their test results. If you are allowing candidates to leave the testing area as soon as they have completed their exam, please read this information before beginning the exams.

**RSES will grade and post your types earned online within 1 week after receiving the envelopes. After accounting for the shipping time of the exams to RSES, it can take up to 3 weeks for them to be available. If you are not certified, you will receive a fail letter.**

**Certification cards are mailed directly to students 7-10 days after receiving exams.**

## MAILING THE EXAMS

1. **Please do not paperclip or staple the exams answer sheets!**
2. Insert the completed Remittance form, payment method (no cash), answer sheets, and Testing Information forms into the Return Envelope. Each return envelope can about 30 sheets of paper.
3. The business reply mail envelope already has the address and postage paid. Simply add the contents, seal the envelope, and mail it.

Mail for grading, preferably within 1 business day. If you are using your own trackable method of shipping (i.e. DHL, UPS, FedEx), please mail to:

RSES  
Attn: Testing Coordinator  
1933 N. Meacham Rd., Ste. 225  
Schaumburg, IL 60173-6152

## ORDERING MORE EXAMS

Order more exams [here](#). Ensure that you order the correct quantity of books, answer sheets, and return envelopes. Proctors in good standing are welcome to order a stock of exams they think they will need for the year, as long as they provide a range of test dates they plan to host exams. Ordering materials is free (unless rush shipping is requested) and payment is only required for what you submit for grading.

- Books can be reused until they are worn or marked inside.
- Answer sheets are for one-time use only.
- Return envelopes can accommodate about 30 sheets of paper.