

# RSES General Exam Proctor Script

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For CM, CMS, SM, End of Course Exams (Including TI, Controls, Electricity, Heating, and R/AC), Low GWP/A2L and R 410-A Exams

Important pre-exam notes:

- If testing for EPA 608, please refer to the 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.

On test day, ensure you have your proctor ID #, and ensure that candidates bring a photo ID with them on testing day.

Ensure that you have the following materials:

Material	Amount
Testing booklets	1 per candidate
Answer/bubble sheets	1 per candidate
#2 pencils	2 per candidate
Scrap paper	1 per candidate
Temperature/pressure chart	1 per candidate
Simple, non-programmable calculator	1 per candidate

Text in **bold** is meant to be read aloud.

Text in *italics* are actions or internal instructions for proctors.

## 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 should be stored in** (storage you have designated outside of testing area). **This includes phones, smart 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 an 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.*

*(See chart below) List the title(s) of the exam(s) you are administering, the number of questions, the passing score, and the length of time allotted, and where students can access results/receive cards/receive certificates. Skip information of exams you are not proctoring. **NOTE:** If you are proctoring the EPA 608, please refer to the EPA 608 Proctor Script.*

Exam Title	# Questions	Minimum Passing Score	Time Length	Results Location
CM	150	70% (Sections weighted)	3 hours	Mailed to student and proctor
CMS/SM	100	80%	3 hours	Mailed to student and proctor
End of Course Exams (Including TI, Controls, Electricity, Heating, and R/AC)	100	70% weighted with course scores (If applicable)	2 hours	Results and certificates mailed to proctors
Low GWP/A2L	50	70%	2 hours	Mailed directly to student
410 A	50	70%	2 hours	Mailed directly to student

*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 void 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 booklet, answer sheet, pencils, a non-programmable calculator, and scratch paper.

*Make sure that all candidates have the correct test booklet. Candidates should have previously indicated to you what exams they wanted to take.*

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 the entirety sheet. Sheets marked with anything other than a #2 pencil 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.

## 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, First Name, MI

Fill out each bubble section with your last name, first name, and middle initial (if applicable). For spaces in between your first, last and middle initial, fill in the blank bubble.

If you have tested with RSES before, please use the exact last 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.

### 2. Exam date

Fill in with today's date.

### 4. Chapter #

(If applicable) fill out your chapter #

### 5. Member #

(If applicable) fill out your RSES member #.

## INSTRUCTIONS FOR FILLING OUT EXAM

- 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 bubbles 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.

*If candidate is completing CM/SM/CMS exam, have them fill out the information sheet within the booklet, and tear it out. You will collect this and mail it in with the exam.*

You will have [time limit] to complete your exam. Time limits are listed above.

If you complete your exam before the time limit, 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 sheet and wait for me (or [assistant proctor]) to come by. I will then check your materials for completion 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, we can begin the exam. Please open the front of your test booklets and begin.**

*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. You must ensure their answer sheet is fully filled out and that they have completed all questions if they still have time left. 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 results 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.**

### **MAILING THE EXAMS**

Insert the completed Remittance form, payment method (no cash) and answer sheets into the Return Envelope (If CM/SM/CMS exam taken, also mail in the information sheets filled out from inside of exam booklet.) The business reply mail envelope already has the address and postage paid. Simply add the exams, seal the envelope, and mail it. You may hold onto the exam booklets. (If CM/SM/CMS booklet, please shred, as once the tear out sheets for candidate information within are used, it is no longer viable.)

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

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