

Directions for Administration of Examinations

Associate Constructor (AC) Examination Level I

Examination Timeline

- 7:00 AM – Reporting Time for Candidates
- 7:45 AM – Begin Testing Instructions
- 8:00 AM – Start Examination – Morning Session
- 12:00 PM – Stop Examination – Morning Session
- 12:45 PM – Begin Testing Instructions – Part II
- 1:00 PM – Start Examination – Afternoon Session
- 5:00 PM – Stop Examination – Afternoon Session

Before the Examinations

CHECKING IN TEST MATERIALS

AICCCC Examination testing materials are shipped about two weeks before the date of the examination. When you receive the shipment of test materials from the AIC, please check the contents against the shipping slip to be sure everything is correct.

All Testing Sites should receive the following documents in their shipment. **SAVE THE BOX CONTAINING THESE MATERIALS FOR A RETURN SHIPMENT AFTER THE EXAMINATION.**

- Examination Booklets
- Answer Sheets
- Candidate Comment Forms
- Examination Site Administrator and Proctor(s) Report
- Incident Report Forms
- Priority Mail Envelope/Label for Scantron Return
- FedEx Return Label for Booklets and Materials
- Examination Roster

Check shipments of test materials within 24 hours of receipt to verify that the full shipment has arrived and is free from tampering or damage. Please report receipt of test materials and any irregularities to the Sarabeth Gillespie from AIC at 703-683-4999.

Please note that as of the Spring 2016 administration, the Level 2 CPC examination is no longer a paper and pencil exam. Anyone testing at your location should be taking the Level 1 AC Examination only.

Test Security

Security of test materials is the single most important factor for any professional testing program. It is the chief responsibility of the Examiner to safeguard all test materials from the time of receipt until they are returned. Tests must be kept in a locked, secure area.

The examination material is confidential. No one is permitted to review the examination contents except the candidates at the time of the testing session. Copying, transcribing, or removal of test materials is strictly prohibited. Any breach of security must be reported at once to AIC.

All test booklets must be returned in accordance with procedures outlined in this manual, preferably immediately after the exam or the next feasible day.

PROCTORS

An additional proctor must be used when more than 25 candidates are registered. At least one additional proctor must be used for every 30 additional candidates registered. Use the following table to determine the minimum number of proctors needed:

26-55 candidates → Examiner plus 1 proctor
56-85 candidates → Examiner plus 2 proctors
86-115 candidates → Examiner plus 3 proctors

The examiner or proctor should walk around the room frequently to guard against cheating, the copying of questions and answers, the removal of any pages from the test booklet, etc. Proctors should be highly visible during the examination. They should move around the room periodically to observe any irregularities that may occur. Any of the above irregularities must be noted on the Incident Report.

The Constructor Certification Commission requires that all site administrators and proctors are trained in their examination responsibilities before the testing date. The training materials to be reviewed by the administrator consist of two PowerPoint presentations. One is an overview of the Constructor Certification Commission certification process and the other focuses on the responsibilities of the administrators and proctors.

The proctor training can be found at <http://www.professionalconstructor.org/?page=examsitetraining>.

CANDIDATE ROSTERS

A preliminary roster of candidates scheduled to sit for the AICCCC Examination at your Test Site will be provided in the shipment of testing materials. Colleges/universities who receive reports of AC candidate scores after the examination should have the Site Administrator review these rosters. Be sure that all of your students appear on the roster. Should Site administrators/professors have any students missing from the roster, please contact AIC.

An updated roster will be emailed to administrators at least 48 hours before the examination.

The roster will indicate the date, time, and campus location for the examination. Please review this information for accuracy and report any discrepancies to AIC immediately.

Pre-Exam Checklist

Site administrators should ensure the following:

1. When test materials arrive contact AIC – (Sarabeth at Info@professionalconstructor.org or 703-683-4999) to confirm receipt, and/or report and missing or damaged items.
2. All test materials are stored in a safe, secure area prior to testing day.
3. Site location rosters have been checked for accuracy; candidates, exam location, reporting time, etc.
4. Any roster discrepancies are reported to AIC immediately.

GENERAL DIRECTIONS FOR EXAMINERS

All directions in this manual must be followed exactly to ensure that candidates in all testing centers are tested under the same conditions. For questions on the day of the examination, please call Nelly Flumo at 703-683-4999.

Remember: Under no circumstances is the examination room to be left unattended by a member of the testing staff.

ROOM SET UP GUIDELINES

- The testing room must be a quiet, comfortable environment without distractions. Any disturbance that may affect performance of candidates should be noted on the Incident Report.
- Distance between candidates should be 2-3 feet. Ideally, candidates will have 2 feet of desk space in order to accommodate test booklets, calculator, answer sheet, and comment form.
- A wall clock should be available for candidates to view. The time remaining on the examination should be posted or announced at regular intervals
- Tobacco use of any kind – smoked, smokeless, vapor, other alternatives – is strictly prohibited.
- Please have a number of extra pencils on hand in the examination room for candidate use.

EXAMINATION RULES

- NO books or other reference materials may be taken into or removed from the examination room.
- Calculators must have trigonometry functions without alpha programmable capabilities. Hand-held battery or solar operated calculators are permitted. Calculators with printing or programming capabilities, alpha keyboards, or which are part of cell phones are not allowed. Candidates can bring small bags containing items for personal use such as tissues, medications, wallets, and bottled water.
- Candidates must obtain permission to leave the examination room for a restroom break during the actual testing time by raising their hand. They must turn in their test booklet, answer sheet, comment form, and cell phone before leaving the room. Only one candidate will be permitted to leave the room at a time. Note should be made on the Incident Report if any candidate is out of the testing room for any unusual length of time.
- All electronic devices that can be used to record, transmit, receive, or play back audio, photographic, text, or video content, including but not limited to, cell phones, laptop computers, tablets, Bluetooth devices' wearable technology such as smart watches, MP3 players such as iPods, pagers, cameras, and voice recorders are not permitted to be used in the examination room by examiners, proctors, or candidates.
- If a candidate completes the examination early and leaves the examination room, the candidate will not be allowed to re-enter the room until after the current session is complete.

EXAMINATION ADMINISTRATION DETAILS

- Do not directly accuse any candidate of cheating. If cheating is suspected, have another staff person verify your suspicion. If verification is made, move the candidate to another seat. Note the candidate's name and ID Number on the Incident Report along with the names and ID Numbers of all other involved candidates.
- The examination booklets are printed in a double-sided format. If a candidate has a defective booklet, the Examiner should replace it.
- Examiners/proctors should not, at any time, attempt to answer any candidate's questions regarding exam content. Candidates should be advised to answer the exam question to the best of their ability and then note their concern on the Question Comment Form. Comment Forms should be distributed at the start of the morning session, secured during the lunch break, and collected at the end of the afternoon session. Comment forms are double-sided; candidates can use one side for morning and the reverse for afternoon.
- For candidates who do not bring their Admission Notices, they should be allowed to test as long as they are included on the candidate roster.
- If a candidate becomes ill and has to leave the exam, note the candidate's name on the Incident Report. Make sure you tell the candidate that the answer sheet will be scored and the score reported to both the candidate and entered into the AIC Constructor Certification Commission's records.

- Examinee Surveys are now completed online after the examination.
- Examination Site Surveys are now completed by the test examiner or proctor online after the examination.
- Every candidate should use the single Scantron Answer Sheet. This will be used for both the Morning and Afternoon Session.
- Candidates should initial the spaces for receipt and return of examination materials. The proctor should record the times of receipt and return of Examination Booklets and initial in the confirmation space.

Administration of the Examination

ADMISSION OF CANDIDATES

1. All candidates should present an Admission Notice from the AIC and a photo ID. The Admission Notices are to be checked by the Examiner for the correct examination level and testing location. Collect the Admission Notices at the afternoon session and return with the test booklets.
2. If a candidate does not have an Admission Notice, check the name against the Examination Roster. If the candidate's name is on the roster and presents a valid photo ID, proceed with the admission process. Admission notices do not have to be signed. If you have any questions regarding whether a candidate should sit for the examination, call AIC at 703-683-4999.
3. Each candidate is required to sign in on the line indicated on the Examination Roster.
4. **LATE CANDIDATES:** A candidate who arrives after the official start time will be allowed entrance after full verification of identification and once the candidate understands they will not be given extra time. Any candidate who does not agree should not be permitted to sit for the exam and should be instructed to contact the AIC Constructor Certification Commission to reschedule. Any candidate admitted late will NOT be given extra time to complete the exam.
5. No visitors are permitted in the testing room unless your exam site is chosen to be visited by an AIC auditor.
6. Any irregularities (including suspicious behavior, damaged materials, illnesses, emergencies, etc.) should be noted on the Incident Report.
7. Proctors should record the times when exam materials are distributed and collected in the appropriate spaces on the Examination Roster.

Morning Session – Candidate Instructions

All directions appearing in **BOLD PRINT** are to be read verbatim to candidates:

When all candidates are assembled, Admission Notices checked, and seating has been arranged, say to the candidates:

Clear your desks of everything except your pencil and Admission Notice. Cell phones, and all other electronic devices, must be shut off and put away at this time. No one will be permitted to receive or make phone calls while the examination is in session. If you need to use the restroom, you must first leave your test booklet, answer sheet, comment form, and cell phone with the Examiner. Scratch paper, reference materials, etc., are strictly prohibited. Be sure to use only a Number 2 pencil throughout this examination. No pen or markers of any kind are to be used. If you did not bring a pencil or if it breaks during the examination, raise your hand and you will be given one.

I will now distribute the answer sheets and comment forms. Do not make any entries on the answer sheets until I tell you to do so.

Distribute the answer sheets and comment forms to candidates.

Say:

In the space provided on the answer sheet, print your last name, then your first name and then your middle initial. Bubble in the corresponding letters. (Pause)

Next, where the words “Candidate ID” appear, enter the Candidate ID Code printed on your Admission Notice in the designated boxes on the answer sheet. Bubble in the corresponding letters and numbers. (Pause)

Next, fill in your Exam Location (SAY 5-digit code aloud) and bubble in the corresponding letters and numbers. (Pause)

Next, enter the Test Code printed on your Admission Notice into the designated boxes on the answer sheet. Bubble in the corresponding letters and numbers. (Pause)

Finally, fill in the date in the designated area in the bottom right corner of the answer sheet. Bubble in the corresponding numbers. (Pause)

The comment form can be used to submit comments about specific questions on the examination. The same comment form can be used for both the Morning Session and Afternoon Session of the examination. Comments related to the Morning Session can be written on one side of the form and comments related to the Afternoon Session can be written on the reverse side. Comment forms will be collected at the end of each Session.

The test booklets will be distributed individually. Keep your Admission Notice and present it at the Afternoon Session. Under no circumstance is anyone to open a test booklet until told to do so.

Distribute the CREAM Morning test booklets.

Beginning with the Spring 2017 administration of the AICCCC Level 1 (AC) Examination, there will only one booklet for the Morning and one booklet for the Afternoon sessions. Exhibits have been incorporated into the Examination Booklets.

Then say:

Each multiple-choice question in this examination will be followed by four choices for an answer. Only one of these four choices is the correct or best answer. There is a letter in front of every choice. For each question, notice the number in front of it. On the separate answer sheet find the row corresponding to the question you are answering. In that row, blacken the space in the oval with the letter that is the same as the one in front of the answer you choose. Be sure to fill in the oval completely.

This examination will be scored by machine, so be sure that your answers are on the separate answer sheet and NOT in the test booklet. Make your marks heavy and black by pressing down hard on your pencil and going over the mark two or three times. If you make a mistake, erase completely the answer you wish to change. Use only a Number 2 pencil in marking the answer sheet. Any scratch work should be done directly in the test booklet. Make no stray marks on the answer sheet.

You will have a total testing time of four hours, so you should have time to work on every question. Try to answer all the questions. If you are not sure of an answer, guess. Make certain that all requested information is included on the answer sheet.

Now, read the AFFIDAVIT OF NON-DISCLOSURE on the front of your test booklet to yourself. After you have finished, please print and sign your name on the lines provided. (Pause)

When marking your answers, be sure to make the mark heavy and dark, filling the oval completely. Do NOT make X's, dots, circles, or checks. Be absolutely certain that you are marking your answers for the appropriate question.

Are there any questions?

After answering questions, say:

Now using your pencil, break the seal on your test booklet and begin work.

Time a maximum of four hours for the full morning examination. Check to be sure all candidates are marking their answer sheets correctly. Remaining time should be posted or announced at regular intervals. Candidates finishing before time is up are permitted to leave providing all answer sheets, comment forms, and test booklets are accounted for and they do not disturb other candidates.

After four hours say to all candidates:

Time is up. Close your test booklets and remain seated until you are dismissed. Check to be sure your name, candidate ID, exam location, test code, and date appear on your answer sheet and that you have printed and signed your name on your test booklet.

Individually collect all answer sheets, comment forms, and test booklets. Check the answer sheets to be sure that all information is complete and filled in properly.

Make sure every answer sheet, comment form, and test booklet is accounted for before dismissing candidates. Please verify that an answer sheet and comment form is received for each candidate that is taking the exam and that no answer sheets or comment forms remain in the used test booklets.

No one is allowed to examine test booklets, answer sheets, or comment forms after they have been collected.

Afternoon Session – Directions for Candidates

All directions appearing in **BOLD PRINT** are to be read verbatim to candidates:

When all candidates are assembled, Admission Notices checked, and seating has been arranged, say to the candidates:

Clear your desks of everything except your pencil and Admission Notice. Cell phones and all other electronic devices must be shut off and put away at this time. No one will be permitted to receive or make phone calls while the examination is in session. If you need to use the restroom, you must first leave your test booklet, answer sheet, comment form, and cell phone with the examiner. Scratch paper, reference materials, etc., are strictly prohibited. Be sure to use only a Number 2 pencil throughout this examination. No pen or markers of any kind are to be used. If you did not bring a pencil or if it breaks during the examination, raise your hand and you will be given one.

I will now distribute the answer sheets and comment forms. Do not make any entries on the answer sheets until I tell you to do so.

Re-distribute the candidates' answer sheets individually, checking their admission notice before handing the candidate their already used answer sheet and comment form. Call out the candidate's name on the answer sheets and have them come to retrieve their sheet.

Then say:

Please review your answer sheet and ensure that you have in your possession the same answer sheet and comment form that you used in the Morning Session. If not, please raise your hand.

The comment form can be used to submit comments about specific questions on the examination. The same comment form can be used for both the Morning Session and Afternoon Session of the examination. Comments related to the Morning Session can be written on one side of the form and comments related to the Afternoon Session can be written on the reverse side. Comment forms will be collected at the end of the Afternoon Session.

The test booklets will be distributed individually. Under no circumstance is anyone to open a test booklet until told to do so.

Distribute the GREY Afternoon Test booklets individually.

Then say:

This session is multiple choice. Please read each question carefully. You will see four possible answers below each question. On the answer sheet find the corresponding question and mark your answer.

This examination will be scored by machine, so be sure that your answers are on the separate answer sheet and NOT in the test booklet. Make your marks heavy and black by pressing down hard on your pencil and going over the mark two or three times. If you make a mistake, erase completely the answer you wish to change. Use only a Number 2 pencil in marking the answer sheet.

On the front of your Afternoon Booklet, please read the Affidavit of Non-Disclosure and print and sign your name on the lines where it is indicated to do so. (Pause)

Any scratch work should be done directly in the test booklet. Make no stray marks on the answer sheet.

You will have a total testing time of four hours, so you should have time to work on every question. Try to answer all the questions. If you are not sure of an answer, guess. Make certain that all requested information is included on the answer sheet.

When marking your answers, be sure to make the mark heavy and dark, filling the oval completely. Do NOT make X's, dots, circles, or checks. Be absolutely certain that you are marking your answers for the appropriate question.

Are there any questions?

After answering questions, say:

Now using your pencil, break the seal on your test booklet and begin work.

Time a maximum of four hours for the full afternoon examination. Check to be sure all candidates are marking their answer sheets correctly. Remaining time should be posted or announced at regular intervals. Candidates finishing before time is up are permitted to leave providing all answer sheets, comment forms, and test booklets are accounted for and they do not disturb other candidates.

After four hours say to all candidates:

Time is up. Close your test booklets and remain seated until you are dismissed. Check to be sure your name, candidate ID, exam location, test code, and date appear on your answer sheet and that you have printed and signed your name on your test booklet.

Individually collect all answer sheets, comment forms, and test booklets. Check the answer sheets to be sure that all information is complete and filled in properly.

Make sure every answer sheet, comment form, and test booklet is accounted for before dismissing candidates. Please verify that an answer sheet and comment form is received for each candidate that is taking the exam and that no answer sheets or comment forms remain in the used test booklets.

NO one is allowed to examine test booklets, comment forms, or answer sheets after they have been collected.

When the test is over, test examiners should check off the candidate's name to indicate that the candidate has turned in the test booklet, answer sheet, and comment forms.

You must account for each test booklet including those not used and must have an answer sheet for each

candidate. When you have accounted for all of the test materials, place them where they are not accessible to any candidates. Before you leave the room, make certain all test materials are in your possession and that nothing is left behind.

Examination Administration Checklist

- Candidates whose names are on the roster but do not have an admission notice may be admitted with photo ID.
- Late candidates do not get extra time to finish the examination.
- Candidates sign in on the Examination Roster; please also indicate time of receipt and return of booklets.
- Questions: Contact Nelly Flumo at 703-683-4999 or email nflumo@talley.com.

After the Examination

Test Material Return

Return of Completed Answer Sheets and Forms – Do this first!

At the conclusion of the examination, all administrative reports are to be completed. ALL of the examination materials, used or unused, are to be packed and sealed.

The materials should be sorted for storage and shipment in the presence of two people as follows:

Please take the Answer Sheets, Examiners Report, Incident Report, Comment Forms, Late Candidate Agreements, and Proctor Forms and place them in to the provided USPS Priority Mail Envelope. Be sure the return label is affixed to the envelope. This should then be dropped off at the local USPS or Priority Mail Drop off location. **DO NOT DROP OFF AT A REGULAR MAIL BOX, IT MUST BE A PRIORITY DROPOFF.**

Sending these materials back right away will decrease the wait time for results.

Returning Text Booklets – Do this Last

Package the test booklets in the original shipment box and affix the included pre-paid shipping label. These should be shipped via FedEx.

Post Examination Checklist

Answer sheets, comment forms, proctor surveys, and rosters should be sent back to AIC using the Priority Mail envelope and label provided AS SOON AS POSSIBLE after administration.

If you are missing the Priority Mail envelope, Priority Mail label, or FedEx Return Label for booklets contact AIC (703-683-4999 or info@professionalconstructor.org).

Test Administrators do NOT have to pay for mailing costs. If the Post Office or FedEx charge you directly for the return of any of the materials, please contact AIC for assistance.

Send ALL TEST BOOKLETS back to AIC using the pre-paid USPS label provided. If you are missing that label, contact AIC. It is imperative that all test booklets are returned in a timely matter to keep the test materials secure.

Results will be emailed to candidates 4-6 weeks after the administration of the exam. Emails will be sent to the email address the candidate used to register for the exam.

Reports will be emailed to Site Administrators about 4 weeks after the examination as well. Mailing back the testing materials in a timely fashion will help facilitate timely score reporting.

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OFFICE USE ONLY

DATE REC'D _____

REG _____ # REC _____

EXAMINER'S REPORT: Complete and mail with used answer sheets immediately after the testing session. Please verify that an answer sheet is received for each candidate that took the exam. Do not delay mailing the used answer sheets. Please make note of the tracking number, located in the upper left corner of the Priority Mail mailing label.

ASSOCIATE CONSTRUCTOR EXAMINATIONS

DATE _____

TESTING LOCATION _____

TOTAL NUMBER OF CANDIDATES TESTED _____

EXAMINER'S NAME _____

ADDRESS _____

TEST MATERIALS

	Number Tested	Number of Used Booklets	Number of Unused Booklets
Level 1 Test Booklet Morning			
Level 1 Test Booklet Afternoon			

EXAMINER'S SIGNATURE