

# APPENDIX I

## Written Examination Proctor Instructions

# COOPERATIVE PERSONNEL SERVICES

## INSTRUCTIONS TO EXAMINING PROCTORS\*

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These proctor instructions provide you with information that is **specific\*\*** to the following tests. This document is accompanied by a proctor's manual that supplies you with standard procedures for administering a test.

**Room Set-up:** If table clothes are present, provide a backing (thin cardboard backing from notepads) for scan-tron answer sheets. Remove all napkins and other material that could be used for notes. Be sure and collect these backing cards during checkout.

**Introduce all Proctors present** and describe their duties: (Example - line of sight responsibility for those using the restroom)

***“This written test is for: AFTE Gunshot Residue, Firearm, and Toolmark (select appropriate one) Certification.”***

***“At this time, everything must be removed from the table except for number 2 pencils and erasers. Please place any backpacks, purses, binders, books, etc. on the floor out of your line of sight.”***

***“Absolutely no talking is permitted from this point on during the examination” (until I ask if there are any questions just before the test begins).***

If the agency has instructed candidates to bring special equipment or reference materials, advise the candidates at this time of the additional materials they are allowed to use.

Proctor note: If a candidate is found to have been using unauthorized aids, collect them from the candidate and note it on the proctor's report.

***“You have received the applicant’s Security Agreement.” or “The Security Agreement will now be distributed. Please read or complete reading and sign/date this agreement***

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\* CPS – May 1999, edited by J. Murdock 7/11/99 and 7/29/99.

\*\* This document is to be filled out and signed by the chief Proctor on page five. It then becomes an attachment to the Proctor’s Report for the test in which it is used.

*and hand it in.”* (Have assistant proctor collect these.)

Proctor note: Discuss the 1) “AFTE Retention of Certification Examination Records” and 2) “Procedure for Appealing the Results of an AFTE Certification Examination” and announce that copies of each are available to interested candidates.

*“The test books and answer sheets will now be distributed. Do not open test books until told to do so.”*

*“Please turn off any beepers/pagers, or watches that beep.”*

*“Refer to the answer sheet. Now you will fill in the information requested on the answer sheet.”*

*“Enter the title of the test you are authorized to take.”* [allow time]

*“Enter the form (or version designation) from the test cover and the test booklet number from the top of your test book. For example, if you have Version B – Test # 3 – enter B-3 in the space marked “control #.”* [allow time]

*“Enter the agency name. For our purposes use AFTE.”* [allow time]

*“Enter today's date.”* [allow time]

*“Enter your name. Print your last name, then your first name, and then your middle initial, and blacken the corresponding letters.”* [allow time]

*“Your responses to the next four items are optional.”*

*“Enter your social security number and blacken the corresponding numbers.”*  
[allow time]

*“The following information is collected by Cooperative Personnel Services for research purposes only. No test scoring decisions will be based on this information.”*

*“Please complete the following information.”*

*“Blacken the boxes which indicate your ethnicity, the highest grade you have completed in school, and your gender.”* [allow time]

*“Now turn to page ii in your test book and read the “Instructions to Candidates” and*

*examination hints.” [allow time]*

*“In answering the questions, remember the following points:”*

*“Be sure to mark the space on your answer sheet that has the same number as the question in the test book.”*

*“Completely fill in the answer space.”*

*“Keep your pencil from making any marks on the answer sheet except for your answer.”*

*“If you change an answer, be sure to completely erase your first answer. Failure to do so can result in the machine not scoring your answer.”*

*“It is to your advantage to answer all questions. Work rapidly but carefully. If you are not sure of the answer to a question, skip it and come back to it later.”*

*“The pass point for this examination is 70.”*

*“The results will be ready in approximately \_\_\_\_\_. You will be notified by mail.”*

*“Read and consider all choices to each question.”*

*“You may write in the test book.”*

*“Scratch paper is prohibited.”*

*“Are there any questions?” [Make reasonable explanations as necessary.]*

*“If you have a concern about any specific question on the test, you may record your comments on the Comment Form. Turn this form in with your answer sheet. If you have a concern about any other portion of the test, tell the Chief Proctor, who will make a note of it. The proctors will not be able to answer any questions regarding the test content.”*

*“You may also write any general comments you may have about the test. It is aimed at the five year experience level; that is two years of training and three years as a court qualified examiner.”*

*“We are now ready to begin the test.”*

***“You will have 3 hours to complete the test although it is designed to be completed in two hours. If you finish before time is called, you may review your work or hand in your test material, sign out, and leave.”***

***Checkout procedure:*** Candidates take all test materials to the check out Proctor, one at a time. The check out Proctor will do the following:

1. Collect test booklet. Leaf through it to be sure all pages are intact. Record the version number and booklet number next to the candidate’s printed name on the roster.
2. Review answer sheet for completeness of entries and responses. Make no changes. Have candidate blacken any partial markings.
3. Have candidate sign the answer sheet. Proctor place a check mark and initials at the top of this sheet. Collect answer sheet and any backing material.
4. Review “comment” form for clarity of responses. Encourage candidates to record their name. Write any interview comments on this form. Collect comment form(s).
5. Have candidate sign out in the proper column on roster.

***“It is now \_\_\_\_\_. Time will be called at \_\_\_\_\_. Turn to Section 1 and begin.”***

When there are 15 minutes remaining, say,

***“There are 15 minutes left.”***

When time is up, say:

***“Stop! Time is up. Close your test book and lay down your pencils. Put your answer sheet on top of your test book. Remain seated until all material is collected. You will then be dismissed individually, after you complete the checkout procedure.”***

***“You are not permitted to change answers or discuss examination questions when you turn in the examination materials. Please do not talk when you are waiting to check out.”***

***“Thank you for your cooperation.”***

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Proctor: Please sign and date on the line below that you have maintained the standardization of the test administration by reading these proctor's instructions to the candidates where indicated. Return this signed sheet with the proctor's report.

Test Title \_\_\_\_\_ Test Version(s) \_\_\_\_\_ Test Date/Time \_\_\_\_\_

Name (Print) \_\_\_\_\_ Date \_\_\_\_\_

Name (Signature) \_\_\_\_\_