

## **EPA Section 608 Technician Certification Examination**

As the proctor of this examination, your job is to ensure, to the best of your ability, that the exams are taken in a fair and proper manner in accordance with EPA 608 Certification testing regulations published in the Federal Register (40 CFR Part 82, Subpart F, Appendix D). This includes ensuring that the person taking the exam is the same as the name on the exam and that participants are not cheating or using any aids to pass the exam. This also includes following generally accepted and customary proctor practices and ethical behavior. **You may not proctor your own exam and are only authorized to proctor employees of your company on behalf of your company.**

The proctor process consists of the following:

1. Fill out sign-in sheet & check participant identification
2. Arrange the room for proper monitoring
3. Remove training aids
4. Hand out the exams
5. Read the exam instructions to the participants
6. Proctor the exam
7. Collect all exam materials and mail them back to American Trainco

### **1. Fill Out Sign-In Sheet & Check Participant Identification**

As the proctor, fill out the top of the sign-in sheet with your name, signature, and Proctor ID#. Have the test takers put down their name on the sign-in sheet as they check in. To check in for the exam, participants must present a valid form of photo identification to the proctor. Acceptable forms of identification include a driver's license, government ID card, or passport. **All participants must sign in on the provided EPA 608 sign-in sheet, even if there is only one participant.**

### **2. Arrange the Room for Proper Monitoring**

The room and tables should be arranged to minimize the possibility of cheating. Please have participants spread out if there is enough space, as long as you can see all participants at all times.

### **3. Remove Training Aids**

Remove all instructional and training aids in the room that might assist a participant on the exam.

### **4. Hand Out Exams**

If you have multiple participants, make sure that you distribute different versions of the exam. Two test takers that are sitting next to each other should never have the same exam code on their test booklet. This is an important step to minimize the possibility of cheating.

## 5. Read the Exam Instructions

Read the following exam instructions out loud:

- This is a closed-book exam. You may not use notes or other references, so please remove them from your desk. The only exception is refrigerant temperature/pressure charts.
- You may not talk to other participants during the exam.
- You may not use any electronic devices during the exam, including cell phones, so please turn them off and remove them from your desk.
- Once the exam has started, you may not leave the room until you have finished the exam. All exams must be taken in this room.
- You will have 2 hours to complete the exam.
- Take time now to fill out the answer sheet, including your name, student ID (if available; otherwise, leave blank), date, address, exam code, proctor ID, and signature. **If the answer sheet is not filled out completely, especially the EXAM CODE, the test will not be graded.**
- Please print clearly and fill in the bubbles completely.
- Do not write in the exam booklets.
- When you have completed the exam, return the exam and booklet to the proctor.

## 6. Proctor the Exam

You should place yourself in a position where you can view all participants, preferably from behind. Occasionally walk the floor to view participants closely to make sure they are not using any aids.

## 7. Collect the Exams

Collect all exams, including exam booklets and answer sheets. **Verify all answer sheets have every section filled out, especially the exam code.**

Place all exam booklets\*, answer sheets, and the sign-in sheet in an envelope and mail back to American Trainco for processing at PO Box 3397 Englewood, CO 80155. **Do not fold or staple the answer sheets.**

For participants with previous certifications that are only taking selected sections of the exam (for example, someone who has previously passed Type I but not Type III), the participant must provide a copy of their previous certification and you must include this copy with the exam materials when you return them. If we do not receive a copy of the previous certification, they will not receive credit for those sections; they will only receive results for the completed portions on the answer sheet.

If you have questions about any part of the proctoring process, please contact the Testing Administrator at 303-867-3530 or [testing@americantrainco.com](mailto:testing@americantrainco.com).

\*Only American Trainco instructors are allowed retain the exam booklets in a secure and locked location when they are not being used for testing; **all other proctors must return the exam booklets.**