

**CHAPTER 24**  
**DEPARTMENTAL EXAMINATION ADMINISTRATION**  
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## CHAPTER 24

### DEPARTMENTAL EXAMINATION ADMINISTRATION

1. GENERAL. The Department relies heavily upon its associate instructors to provide on-going training; these instructors are to use proper conduct and ethics in examination administration.

2. RESPONSIBILITIES. The remainder of this chapter outlines procedures and responsibilities of proctors or instructors. The proctor/instructor will possess the knowledge and ability to administer examinations, maintain testing instrument confidentiality, and ensure the integrity of the final testing results are preserved.

a. Examination Types.

- (1) Final examination of overall subject matter.
- (2) Scenario-based examination.
- (3) Examination based on audio, video, or other test prompts.
- (4) Computer-based testing process.
- (5) Pop quiz testing format.
- (6) Scantron-type testing.

b. Examination Instrument/Process Integrity.

- (1) The proctor/instructor shall maintain confidentiality by securing the examination instrument.
- (2) Unauthorized personnel shall not have access to the examination prior to the testing process.
- (3) Once the testing process is complete, the instructor/proctor shall ensure all examination instruments (e.g., test books, answer sheets) are collected prior to student departure.
- (4) Students are to be informed not to discuss the examination with other students that may be involved in the testing process.
- (5) Students are to be informed of the guidelines for the testing process.

- c. Testing Process Guidelines.
  - (1) Outline expectations/rules up front.
  - (2) Explain whether or not the use of notes or resource books will be allowed.
  - (3) Explain whether or not talking during the session will be allowed.
- d. Security of the Answer Key. Ensure that only the instructor or test proctor has access to the answer key.
- e. Guidelines for Administering an Examination.
  - (1) Ensure that a proctor or instructor is in the room at all times.
  - (2) Ensure students do not leave the room once the examination has started.
  - (3) Ensure there is no talking during the testing process unless specifically called for by the test administration procedures.
  - (4) Review and/or correction of examinations will be supervised by an authorized staff member. Only authorized personnel will be permitted in the room when the results are being reviewed.