Examiner Step-by-Step Checklist and Instructions for conducting
NRMCACA Concrete Field Testing Technician Grade II Certification examination sessions

This program is designed after the ACI Concrete Field Testing Technician Grade I Program for simplicity. Read Certification Policies for Concrete Field Testing Technician — Grade II — this policy must be adhered to at all times. When in doubt, check the policy first, and then call NRMCA Make copies of this checklist and retain for future exam sessions.

PRIOR TO EXAM
- Determine examination date
- Determine certification/exam materials needs of individuals registered for exam session:
  - # Seeking certification (either first-time or renewal) — order one (1) EXAMINATION for each. Recertification requires passing written.
  - Order materials at least four (4) weeks prior to examination date from the NRMCA Certification Department by phone using Local Sponsoring Group's Account Number, or provide above information to LSG ordering agent. Do not send blind FAXes. Do not over-order by more than five (5) exams.
  - If exam materials package does not arrive at least two (2) weeks prior to the exam session, call NRMCA CERTIFICATION DEPARTMENT (301) 587-1400.
  - Upon arrival, immediately inspect package for correct contents:
    - # Exam booklets — one (1) for each examinee if applicable
    - # Answer sheets — one (1) for each examinee plus extras
    - Sign In and Verification Sheet (Form GII-1) two(2) for the session
    - # Post Examination Report (Form GII-2) — one (1) for the session

ON EXAM DAY
- Have all examinees sign Form GII-1 and present valid proof of ACI Concrete Field Testing Technician Grade I certification. Examiner must sign and date Form GII-1 also.
- If a candidate does not have a current ACI Grade I certification, the policy permits him/her to provide it within one year of the exam date for Grade II.
- Review NRMCA Certification Policies for Concrete Field Testing Technician Grade II — keep this policy in your possession at all times for reference.
- Distribute answer sheets and relay the instructions (provided in the exam materials package) to the examinees — allow enough time for all examinees to complete properly.

WRITTEN EXAM —
- Distribute exam booklets — allow enough time before beginning exam for examinees to read instructions and ask questions.
- Begin exam.
- Stop exam after 2 hours has elapsed. Collect booklets and answer sheets.

FOLLOWING EXAM SESSION
- Complete and sign the POST EXAMINATION REPORT (Form GII-2)
- Collate each examinee’s exam booklet, answer sheet together (alphabetically) (keep each examinee’s materials together — do not organize booklets and scanner sheets into separate stacks). Carefully repackage all materials (used and unused) and either send to NRMCA via UPS, or hold for UPS pickup (if call tag was requested). Other shipping arrangements and charges may be necessary for sessions conducted outside the contiguous U.S.

NRMCA Certification Program Policies are designed to provide for programs that maintain objectivity, fairness, and meaningfulness without being unreasonably restrictive or inflexible. As the Examiner, you are NRMCA’s representative on site and are responsible for overseeing the adherence to the letter and intent of the program policies. If you have a question, or require NRMCA’s interpretation of a particular policy item, please do not hesitate to call.

March 2013