



**EETC Technician Certification Testing
Test Administrator/Proctor Instructions
August 2009**





EETC Technician Certification Testing Test Administrator Instructions

Instructions for the Test Administrator

Test Administrators have a serious responsibility to do their part to maintain the integrity of the EETC Technician Certification testing. Therefore, the following rules define your responsibility during the testing period.

1. Tests administrators should not leave the room during a test.
2. When arriving to take a test each student or technician should sign in. (see page 4 for a sample sign-in sheet). A copy of this sheet should be submitted along with the tests.
3. You should have available for each test taker a # 2 pencil and scratch paper. Calculators are permitted but must be supplied by the test taker. Extra test forms are included in case some are damaged. The new Scantron grading machine will not process damaged forms or those marked with anything but a # 2 pencil.
4. **Verify Registration** - Be sure to verify that each student or technician is registered to take the test. If they have preregistered with the Certification Center you will have received a copy of their registration form. If the test takers have not completed a test registration form they should do so now. Registration forms are available on the EETC web site and we suggest that you have a supply of the forms with you.

Instructions to give the Test Takers

Pass out the test booklets, **new** Scantron score sheets, pencils, and scratch paper. Instruct the test takers not to open the test booklets. Instruct the test takers on how to properly complete the Scantron Test Sheet 200/W (see below).

Answer Key Info - Item Count - Have them fill in the Exam # printed on the cover of the test. Only have them write the number. They do not need to fill in the circles.

A Scantron form titled 'ANSWER KEY INFO.' with a section for '# OF KEYS' and 'ITEM COUNT'. The number '407' is handwritten in the 'ITEM COUNT' field. Below the text are rows of bubbles for marking answers, with numbers 1 through 9 and a 0 bubble in the first row, and 1 through 9 in the second row, and so on.

ANSWER KEY INFO.			
# OF KEYS			
ITEM COUNT			
4	0	7	
1	1	1	2
1	1	1	3
2	2	2	4
3	3		
4	4		
5	5		
6	6		
7	7		
8	8		
9	9		



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Instructions for the Test Takers - continued

They can, if they choose, turn in their test booklet, score sheet, pencils and scratch paper as soon as they finish the test. They then will need to leave the test room for the duration of the test. Inform the test takers:

1. They will have 2 hours to complete the test.
2. You will announce the time remaining at one hour, 30 minutes, 15 minutes, and 5 minutes.
3. They should read the entire question and all four answers before answering the question.
4. Do not write in the test booklet.

Test results will be mailed out one week after receiving them. Test grades are not given out over the phone for security reasons. Those who pass the test will receive a certificate and one set of patches. Other patches are available at a small charge by visiting the EETC web site. If you have questions contact the EETC Certification Center at 414-973-4534.

Instruct the test takers to open the test booklets to page one. You will then read page one aloud all the way through. **Inform the test takers that if two answers seem to be correct they should reread the question and choose the best answer.** After completing the front of the score sheet the answers continue on the back of the sheet. Ask them if there are any other questions. If not, note the time and instruct the test takers that they may begin the test.

After the Test

When packing up the tests do not leave the Scantron test forms inside the test booklet. **Check the test taker's Scantron Score Sheet to be sure that all areas have been completed correctly.**

Check the booklets to see if there are marks inside.

Return all items by UPS or Priority Mail within 24 hours of the test. Please return to:

Attn: Betty
EETC Certification Center
10850 W. Park Place, Suite 1200
Milwaukee, WI 53224-3635
414-973-4534
Fax: 414-973-4357

Thank You

We would like to thank all of the test administrators for their time and efforts in making this certification process possible. Without your spirit and commitment our industry could not offer our working technicians a rewarding career with positive goals.



EETC Certification Test - Sign-In Sheet

Name: _____ Company Name: _____

Phone: _____

Name: _____ Company Name: _____

Phone: _____

Name: _____ Company Name: _____

Phone: _____

Name: _____ Company Name: _____

Phone: _____

Name: _____ Company Name: _____

Phone: _____

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