

## NEW JERSEY DEPARTMENT OF HEALTH

### *Exam Administration Policy and Procedures for Lead Training Providers*

Following is a list of standardized policies and procedures for all training providers to utilize when developing and administering examinations. These methods will be used during the development and the administration of the course examination for all disciplines.

When developing the course examinations, the training provider must use the course topics found at N.J.A.C. 8:62-4.6 through 4.12 as a guide to determine how many questions should be included for each major topic area.

- ▶ Exam questions must be multiple-choice (no true or false) with at least 4 options to choose from. The following is the minimum number of questions for each examination:
  - workers: 50
  - supervisors: 100
  - inspector/risk assessor: 100
  - planner/project designer: 100
- ▶ A minimum of two versions of the examination should be administered. It is permitted to have the same questions on the two versions, but questions must be in a different order for each version.
- ▶ Each discipline should have at least 10 to 20 additional questions to draw from.
- ▶ Students should be spaced at least 2 feet away from each other.
- ▶ Desk and tabletops must be cleared of everything except for exam and pencil. No scrap paper or notes should be on the desktop or visible.
- ▶ Students may not talk during the examination.
- ▶ No one should leave the room unless it is an emergency.
- ▶ Students should remain seated until they complete their examination.
- ▶ At least one proctor must be in the room at all times.
- ▶ Proctor(s) should stand in the rear or travel around the room during the examination.
- ▶ If there is only one proctor, that proctor cannot leave the room during the administration of the exam.
- ▶ The proctor should not score examinations or be distracted in any other way while students are taking the examination.
- ▶ Examinations must be scored by someone other than the instructor.
- ▶ Agencies must have accurate answer keys for each version of examinations being administered.
- ▶ Agency must maintain the validity and accuracy of reading comprehension exams and they must be administered with the same security as applied to all other exams.