

NEW JERSEY DEPARTMENT OF HEALTH & SENIOR SERVICES

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 administering examinations. These methods will be used during the administration of the course examination for each discipline.

- ▶ 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.
- ▶ No talking in the room.
- ▶ 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 should be scored by someone other than the instructor.
- ▶ Agency must have an accurate answer key 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.