

ASSE PROFESSIONAL CERTIFICATION PROGRAMS PROCTOR GUIDE

This guide was established to provide uniformity and requirements for proctoring ASSE Certification program exams.

An ASSE accredited proctor (hereinafter the “proctor”) is defined as an individual who has been approved by the ASSE Proctor Committee to administer the ASSE Professional Certification exam.

Proctor candidates must complete an application and provide a current resume of trade related experience that will be reviewed by the ASSE Proctor Committee. Submittal of these items does not guarantee acceptance by ASSE as an accredited ASSE Proctor. To continue to qualify for the ASSE Proctor pool, each proctor must submit, every 3 years, a proctor qualification review to the ASSE Proctor Committee for approval.

Certified ASSE proctors are not employees of the ASSE International, nor are they compensated by ASSE. Schools accredited by ASSE are responsible for securing proctor services and compensation. See the *Guidelines for Cross-Connection Control* for the exception to this rule in the state of California.

Exam Facilitators

An exam facilitator may witness written exams only and may not be the course instructor. The exam facilitator shall be responsible for maintaining an atmosphere conducive to an exam process. The Proctor Guide shall be followed in the administration of the written exams. An exam facilitator is prohibited from witnessing more than 20 people seated for any written exam unless permission is granted by the professional qualifications coordinator prior to the exam. The Proctor and Exam Facilitator Responsibilities form must be signed and returned to ASSE after each exam.

I RESPONSIBILITIES

A. The proctor is responsible for the security of all ASSE test materials. Until the testing session begins, the contents of the test materials may not be viewed by any person, including the instructor and proctor.

B. The proctor is responsible for:

1. Ensuring that all required test materials, including the ASSE exam packet (exam book, answer sheet, pencils, scratch paper and practical exam test equipment are available for the testing session.
2. Reviewing positive, photographic id of each Candidate for Certification prior to beginning the testing session.
3. Starting the testing session at the designated/scheduled time, allowing for preparation, placement of materials and seating of candidates for exam.
4. Guarding against dishonesty during the testing session.
5. Discouraging cheating during the testing session.
6. Removing all training aids from the testing session area, including erasing all blackboards and whiteboards.
7. Ensuring the exam booklets remain closed until the test period begins.
8. Providing clear instructions for taking the exam.
9. Maintaining an environment inductive to taking an exam (i.e.: smoke-free, noise-free).
10. Reviewing the Candidate for Certification application form in detail to ensure all required information is submitted.
11. Complete the provided ASSE proctor form in detail; and sign it.

C. The proctor is responsible for evaluating the test site, including:

1. Securing the use of the test site for the entire duration of the exam.

2. Checking for proper seating for each candidate, spaced appropriately to ensure that cheating does not occur.
3. Ensuring adequate lighting.
4. Adjusting room temperature to a comfortable level.
5. Reviewing provisions to restrict entry into the testing area during the examination.
6. Evaluating the test site for external distractions.
7. Securing the refuse container.
8. Ensuring a clock is visible to candidates during the exam.
9. Evaluating the test site to ensure it meets the ASSE school requirements, including:
 - A. An adequate water supply for the practical exam.
 - B. The types and quantities of backflow prevention assemblies available for the practical exam.
 - C. Sufficient quantity of test equipment for the candidates.
 - D. Test equipment has been properly calibrated.
10. Ensuring there are provisions for candidates requiring special arrangements and reasonable accommodations according to ADA.
11. Returning all test packets, both used and unused, to ASSE.

II PROHIBITED ACTIONS

- A. The proctor is prohibited from:
 1. Administering the practical exam to any more than 10 candidates in a single day.
 2. Taking the exam during the exam period being proctored.
 3. Leaving the test site during the exam.
 4. Using personal communication and/or electronic devices during the exam, including cellular telephones, personal data assistants (PDAs), pagers and computers.
 5. Smoking during the exam.
- B. A candidate for certification is prohibited from:
 1. Leaving the test site during the exam.
 2. Using personal communication and/or electronic devices during the examination, including cellular telephones, personal data assistants (PDAs), pagers and computers.
 3. Smoking during the exam.
 4. Communicating, orally or in writing, with other candidates for certification during the exam.

III CLOSED BOOK EXAM

ASSE Certification exams are closed book. All books, training materials and personal notes shall be removed from the test site prior to receiving the test packet.

Calculators are allowed during the examination. All scratch paper shall be provided by the proctor, and collected with the test packet at the end of the exam.

IV WRITTEN EXAMS

- A. Prior to beginning the exam, the proctor shall:
 1. Direct each candidate to completely fill-out the application form.
 2. Provide the instructor with copies of the ASSE *Instructional Objective Check List* for the course to distribute to the candidates.
 3. Direct the instructor to review the *Instructional Objective Check List*.
 4. Direct the instructor to provide additional instruction to the class on any objectives not previously taught in the class.
 5. Direct the candidates to read the *Instructional Objective Check List*, sign it and return to the proctor.
 6. Distribute an exam package to each candidate.
 7. Read the *Written Exam Instructions* to the candidates.

8. Review with candidates the *Answer Sheet*.
 9. Advise candidates as to the type of questions the written exam includes. The backflow tester exam includes multiple choice, true/false and matching column questions. All other exams contain multiple choice questions only.
 10. The proctor shall instruct the candidates for certification to:
 - a. Use a #2 pencil.
 - b. Make heavy black marks that fill the circle completely.
 - c. Erase clearly any answer they wish to change.
 - d. Make no stray marks on the answer sheet.
 - e. Print their name on side one.
 - f. Print their name and fill in the marks for their name on side two.
 - g. Not complete any other sections of the answer sheet.
 11. The proctor shall review the ASSE Appeals Procedure with the candidates.

“Within ten (10) days after receipt of exam results, a Candidate for Certification may write to the Professional Qualifications Coordinator to challenge the test result of their certification exam. The Professional Qualifications Coordinator will establish a telephone interview appointment to review all questions answered incorrectly with the accredited school administrator. The Professional Qualifications Coordinator shall confirm the challenged question’s answer source and the correct answer; and refer all challenged questions to the Cross-Connection Control Technical Committee for review. The Professional Qualifications Coordinator shall provide final disposition of appeal to Candidate for Certification.”
- B. Time Allowed for Written Exam
- The proctor shall instruct the candidates to open the written exam package and begin the exam. The proctor shall record the starting time for the written exam.
1. The proctor shall allow 2 hours to complete the backflow tester (5110) exam.
 2. The proctor shall allow 1 hour to complete the backflow tester (5110) recertification exam.
 3. The proctor shall allow 1½ hours to complete the cross-connection control surveyor (5120) exam.
 4. The proctor shall allow 1½ hours to complete the backflow repairer (5130) exam.
 5. The proctor shall allow 1½ hours to complete the fire-sprinkler system cross-connection control tester (5140) exam.
 6. The proctor shall allow 1½ hours to complete the backflow prevention program administrator (5150) exam.
 7. The proctor shall allow 1 hour to complete the backflow prevention program administrator (5150) exam.
- C. Collection of written exam materials
- At the conclusion of the written exam the proctor is responsible for collecting:
1. Signed Instructional Objective Check List.
 2. Answer sheets.
 3. Application form.
 4. All scratch papers.
 5. Exam booklets.
- D. After both the written and practical exams are completed the proctor shall seal an envelope containing the answer sheets for grading, the application, all scratch paper; the signed *Instructional Objective Check List* for each candidate; the *Student Performance Evaluation Reports*; and exam booklets. The proctor shall return the sealed envelope to the ASSE International Office.
- E. Exam Results
1. Results and certificates are mailed to the school for distribution to the candidates.
 2. A passing score for the written examination is seventy percent (70%) or higher.
 3. The practical exam is either pass or fail as witnessed and determined by the proctor.

V PRACTICAL EXAM PASS/FAIL CRITERIA

An applicant who takes any action during the practical exam that does or potentially could adversely affect the outcome of the field test of the backflow assembly shall be informed at the completion of that specific field test that an error was made. The proctor shall not inform the applicant of specific action that caused the failure at this time.

- At this time, the proctor shall inform the applicant that they may attempt a second field test of the assembly. If the applicant again errors in the field test of the assembly on the second attempt, or decides not to attempt a second field test, the proctor shall inform the applicant that they have failed the practical exam and inform the applicant of the specific failure.
- Applicants must successfully field test all four assembly types to pass the practical exam.
- Applicants who fail the practical exam must wait a minimum of 24 hours before attempting a retest.
- Applicants must successfully field test all four assembly types during any retest.
- Applicants who fail practical exam three times must repeat the entire 40-hour certification class.

VI PRACTICAL EXAM FOR BACKFLOW PREVENTION ASSEMBLY TESTER (5110)

ASSE 5110 certification requires testing the following four (4) assembly types, with a minimum of one set up in a failure mode: reduced pressure principle backflow prevention assembly (ASSE Standard 1013), double check backflow prevention assembly (ASSE Standard 1015), pressure vacuum breaker assembly (ASSE Standard 1020) and a spill-resistant vacuum breaker assembly (ASSE Standard 1056). The assembly that is in fail mode must be tested to completion or until the test cannot proceed further. The same practical exam is required for both initial certification and recertification.

The candidate must complete the testing of all four assemblies within a continuous 1½ hour time period.

A. Reduced Pressure Principle Backflow Prevention Assembly Practical Exam – ASSE Standard 1013 Field Test

1. The proctor shall observe the candidate completing the ASSE Field Testing requirements:
 - a. Record the required information on a test report form.
 - b. Select the proper test equipment.
 - c. Flush the test cocks.
 - d. Attach the test kit.
 - e. Test – Tightness of the Shut off Valves
Record the test results.
 - f. Test - Tightness of #2 Check
Record the test results.
 - g. Test – #1 Check Differential
Record the test results.
 - h. Test – Relief Valve Opening
Record the test results.
 - i. Restore the system.
2. A *Field Test Report* shall be completed by the candidate.
3. The proctor shall complete the *Student Performance Evaluation Report*.
4. The proctor shall record test date, test location, and sign the *Student Performance Evaluation Report*.
5. If the Practical Examination requirements have not been met by the candidate for certification the proctor shall indicate Failed and sign the *Student Performance Evaluation Report*.
6. The proctor shall submit the *Student Performance Evaluation Report* to ASSE with the exam forms.

B. Double Check Valve Backflow Prevention Assembly Practical Exam – ASSE Standard 1015 Field Test

1. The proctor shall observe the candidate completing the field testing requirements:
 - a. Record the required information on a test report form.
 - b. Select the proper test equipment.
 - c. Flush the test cocks.
 - d. Attach the test kit.
 - e. Test – Tightness of the Shut off Valves
Record the test results.
 - f. Test – Tightness of #1 Check Valve (CV#1)
Record the test results.
 - g. Test – Tightness of #2 Check Valve (CV#2)
Record the test results.
 - h. Restore the system.
 2. A *Field Test Report* shall be completed by the candidate.
 3. The proctor shall complete the *Student Performance Evaluation Report*.
 4. The proctor shall record test date, test location, and sign the *Student Performance Evaluation Report*.
 5. If the Practical Exam requirements have not been met by the candidate for certification the proctor shall indicate Failed and sign the *Student Performance Evaluation Report*.
 6. The proctor shall submit the *Student Performance Evaluation Report* to ASSE with the exam forms.
- C. Pressure Vacuum Breaker Assembly Practical Exam – ASSE Standard 1020 Field Test
1. The proctor shall observe the candidate completing the ASSE Field Testing requirements:
 - a. Record required information on a test report form.
 - b. Select the proper test equipment.
 - c. Flush the test cocks.
 - d. Attach the test kit.
 - e. Test – Tightness of the Shut off Valves
Record the test results.
 - f. Test –Tightness of the Check Valve
Record the test results.
 - g. Test – Air Inlet Opening
Record the test results.
 - h. Restore the system.
 2. A *Field Test Report* shall be completed by the candidate.
 3. The proctor shall complete the *Student Performance Evaluation Report*.
 4. The proctor shall record test date, test location, and sign the *Student Performance Evaluation Report*.
 5. If the Practical Examination requirements have not been met by the candidate for certification, the proctor shall indicate Failed and sign the *Student Performance Evaluation Report*.
 6. The proctor shall submit the *Student Performance Evaluation Report* to ASSE with the exam forms.
- D. Spill Resistant Vacuum Breaker Assembly Practical Exam – ASSE Standard 1056 Field Test
1. The proctor shall observe the candidate completing the ASSE Field Testing requirements:
 - a. Record required information on a test report form.
 - b. Select the proper test equipment.
 - c. Flush the test cock.
 - d. Attach the test kit.
 - e. Test – Tightness of Check valve/Shut off valves
Record the test results.
 - f. Test – Air Inlet Opening
Record the test results.
 - g. Restore the system.
 2. A *Field Test Report* shall be completed by the candidate.
 3. The proctor shall complete the *Student Performance Evaluation Report*.
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4. The proctor shall record test date, test location, and sign the *Student Performance Evaluation Report*.
5. If the Practical Exam requirements have not been met by the candidate for certification, the proctor shall indicate Failed and sign the *Student Performance Evaluation Report*.
6. The proctor shall submit the *Student Performance Evaluation Report* to ASSE with the exam forms.

VII PRACTICAL EXAM FOR BACKFLOW PREVENTION ASSEMBLY REPAIRER (5130)

ASSE 5130 certification requires disassembling and reassembling a total of four (4) assemblies including a 2 ½ inch or larger reduced pressure principle backflow prevention assemblies (ASSE Standard 1013), a 2½ inch or larger double check backflow prevention assembly (ASSE Standard 1015), a 1 1½ inch or larger pressure vacuum breaker assembly (ASSE Standard 1020) and a ¾ inch or larger spill-resistant vacuum breaker assembly (ASSE Standard 1056).

A. Reduced Pressure Principle Backflow Prevention Assembly ASSE 1013 Practical Examination –

1. The proctor shall observe the candidate disassemble, repair and reassemble an ASSE 1013 assembly that is 2½ “or larger.
2. The proctor shall evaluate the candidate in the following areas:
 - a. Safety.
 - b. Technique while disassembling.
 - c. Technique while reassembling.
 - d. Identification of all parts of the assembly.
 - e. Proper shut-off of the water supply and the safe relief of pressure on the assembly.
 - f. Proper position in case of safety system failure.
 - g. Use of proper tools.
 - h. Proper removal of access covers for CV#1, CV#2 and the relief valve.
 - i. Use of safety bar, if applicable, to retain spring tension on CV#1 and CV#2.
 - j. The cleaning and replacing of defective parts.
 - k. Use of non-toxic (FDA approved) lubricant during reassembly of parts.
 - l. Retesting the assembly.
3. The proctor shall observe the candidate completing the Field Testing requirements:
 - a. Record the required information on a test report form.
 - b. Select the proper test equipment.
 - c. Flush the test cocks.
 - d. Attach the test kit.
 - e. Test – Tightness of the Shut off Valves
Record the test results.
 - f. Test - Tightness of #2 Check
Record the test results.
 - g. Test – #1 Check Differential
Record the test results.
 - h. Test – Relief Valve Opening
Record the test results.
 - i. Restore the system.
4. A *Field Test Report* shall be completed by the candidate.
5. The proctor shall complete the *Student Performance Evaluation Report*.
6. The proctor shall record the test date, test location, and sign the *Student Performance Evaluation Report*.
7. If the Practical Examination requirements have not been met by the candidate for certification, the proctor shall indicate Failed and sign the *Student Performance Evaluation Report*.
8. The proctor shall submit the *Student Performance Evaluation Report* to ASSE with the exam forms.

B. Double Check Valve Backflow Prevention Assembly (ASSE 1015) Practical Examination

1. The proctor shall observe the candidate disassemble, repair and reassemble an ASSE 1015 assembly that is 2½ “or larger.
2. The proctor shall evaluate the candidate in the following areas:
 - a. Safety.
 - b. Technique while disassembling.
 - c. Technique while reassembling.
 - d. Identification of all parts of the assembly.
 - e. Proper shut-off of the water supply and the safe relief of pressure on the assembly.
 - f. Proper position in case of safety system failure.
 - g. Use of proper tools.
 - h. Proper removal of access covers for CV#1 and CV#2.
 - i. Use of safety bar, if applicable, to retain spring tension on CV#1 and CV#2.
 - j. The cleaning and replacing of defective parts.
 - k. Use of non-toxic (FDA approved) lubricant during reassembly of parts.
 - l. Retesting the assembly.
3. The proctor shall observe the candidate completing the Field Testing requirements:
 - a. Record the required information on a test report form.
 - b. Select the proper test equipment.
 - c. Flush the test cocks.
 - d. Attach the test kit.
 - e. Test – Tightness of the Shut off Valves
Record the test results.
 - f. Test - Tightness of #2 Check
Record the test results.
 - g. Test – #1 Check Differential
Record the test results.
 - h. Test – Relief Valve Opening
Record the test results.
 - i. Restore the system.
4. A *Field Test Report* shall be completed by the candidate.
5. The proctor shall complete the *Student Performance Evaluation Report*.
6. The proctor shall record test date, test location, and sign the *Student Performance Evaluation Report*.
7. If the Practical Exam requirements have not been met by the candidate for certification, the proctor shall indicate Failed and sign the *Student Performance Evaluation Report*.
8. The proctor shall submit the *Student Performance Evaluation Report* to ASSE with the exam forms.

C. Pressure Vacuum Breaker Assembly (ASSE 1020) Practical Examination

1. The proctor shall observe the candidate disassemble, repair and reassemble an ASSE 1020 assembly.
2. The proctor shall evaluate the candidate in the following areas:
 - a. Safety.
 - b. Technique while disassembling.
 - c. Technique while reassembling.
 - d. Identification of all parts of the assembly.
 - e. Proper shut-off of the water supply and the safe relief of pressure on assembly.
 - f. Proper position in case of safety system failure.
 - g. Use of proper tools.
 - h. Proper removal of access covers.
 - i. The cleaning and replacing of defective parts.
 - j. Use of non-toxic (FDA approved) lubricant during reassembly of parts.
 - k. Retesting the assembly.
3. The proctor shall observe the candidate completing the Field Testing requirements:
 - a. Record required information on a test report form.

- b. Select the proper test equipment.
 - c. Flush the test cocks.
 - d. Attach the test kit.
 - e. Test – Tightness of the Shut off Valves
Record the test results.
 - f. Test –Tightness of the Check Valve
Record the test results.
 - g. Test – Air Inlet Opening
Record the test results.
 - h. Restore the system.
4. A *Field Test Report* shall be completed by the candidate.
 5. The proctor shall complete the *Student Performance Evaluation Report*.
 6. The proctor shall record test date, test location, and sign the *Student Performance Evaluation Report*.
 7. If the Practical Examination requirements have not been met by the candidate for certification, the proctor shall indicate Failed and sign the *Student Performance Evaluation Report*.
 8. The proctor shall submit the *Student Performance Evaluation Report* to ASSE with the exam forms.
- D. Spill Resistant Vacuum Breaker Assembly (ASSE 1056) Practical Examination
1. The proctor shall observe the candidate disassemble, repair and reassemble an ASSE 1056 assembly.
 2. The proctor shall evaluate the candidate in the following areas:
 - a. Safety.
 - b. Technique while disassembling.
 - c. Technique while reassembling.
 - d. Identification of all parts of the assembly.
 - e. Proper shut-off of the water supply and the safe relief of pressure on assembly.
 - f. Proper position in case of safety system failure.
 - g. Use of proper tools.
 - h. Proper removal of access covers.
 - i. The cleaning and replacing of defective parts.
 - j. Use of non-toxic (FDA approved) lubricant during reassembly of parts.
 - k. Retesting the assembly.
 3. The proctor shall observe the candidate completing the Field Testing requirements:
 - a. Record required information on a test report form.
 - b. Select the proper test equipment.
 - c. Flush the test cock.
 - d. Attach the test kit.
 - e. Test – Tightness of Check valve/Shut off valves
Record the test results.
 - f. Test – Air Inlet Opening
Record the test results.
 - g. Restore the system.
 4. A *Field Test Report* shall be completed by the candidate.
 5. The proctor shall complete the *Student Performance Evaluation Report*.
 6. The proctor shall record test date, test location, and sign the *Student Performance Evaluation Report*.
 7. If the Practical Examination requirements have not been met by the candidate for certification, the proctor shall indicate Failed and sign the *Student Performance Evaluation Report*.
 8. The proctor shall submit the *Student Performance Evaluation Report* to ASSE with the exam forms.

VIII PRACTICAL EXAM FOR BACKFLOW PREVENTION ASSEMBLY SURVEYOR (5120)

ASSE certification as a Cross Connection Control Surveyor requires the successful completion of an actual or virtual field survey. The actual survey is subjective in nature and will be administered by a proctor in an on-site field setting. The virtual survey is done via a power point presentation and is objective with just one (1) correct answer per question. The ASSE accredited school makes the choice as to which exam will be given and notifies the Professional Qualifications Coordinator in advance of the exam.

The survey exam is designed to test the candidates' field knowledge of the requirements and procedures for conducting surveys for cross connection control, identification of actual or potential cross connections, and appropriate application of backflow assemblies given the equipment, the system and the required level of protection.

A. Actual Field Survey

1. The proctor shall make arrangements with the property owner to conduct a Cross Connection Control Survey.
2. The proctor shall evaluate the Cross Connection Control Survey location for safety hazards associated with Cross Connection Control Surveys, including but not limited to:
 - a. Confined spaces.
 - b. Proper lighting.
 - c. The presence of toxic chemicals.
 - d. The presence of animals and insects.
 - e. Electricity.
 - f. Vehicle traffic.
3. The proctor shall distribute to the candidates the *Requirements for Practical Examination as a Cross-Connection Control Surveyor*. Distribution of materials for the Surveyor Practical Examination includes:
 - a. The *Cross-Connection Control Survey Questionnaire*.
 - b. The *Cross-Connection Survey Form*.
 - c. The *Cross-Connection Check List*.
4. The proctor shall advise the candidates of the hazards associated with conducting a Cross-Connection Control Survey.
5. The proctor shall observe the completion of the Cross-Connection Control Survey by the candidates.
6. The proctor shall complete the *ASSE Student Performance Evaluation Report*.
7. The proctor shall evaluate the candidate in the following areas:
 - a. Properly recording the information on the *Cross-Connection Survey Form*.
 - b. Properly recording the information on the *Cross-Connection Control Survey Questionnaire*.
 - c. Satisfactorily reviewing the facility plans to be surveyed.
 - d. Correctly identifying actual or potential cross-connections between potable water supply and the source of contamination or pollution.
 - e. Satisfactorily identifying cross-connection(s).
 - f. Satisfactorily identifying the types of hazards for each cross-connection.
 - g. Satisfactorily identifying the required assembly or device based on the degree of hazard (high hazard vs. low hazard), and if it will be subjected to backsiphonage, back pressure, or both.
8. The proctor shall certify that the candidate has been tested, and has passed or failed the practical field survey as established by ASSE.
9. The proctor shall complete the *Student Performance Evaluation Report*.
10. The proctor shall record the test date, the test location, and sign the *Student Performance Evaluation Report*.
11. The proctor shall seal an envelope containing the answer sheets for grading, all scratch paper; the signed *Instructional Objective Check List for Cross-Connection Control Surveyor Course* for each candidate, the signed completed application form, the *Student Performance Evaluation Reports*, the *Cross-Connection Control Survey Questionnaire*, the *Cross-Connection Control Survey Form*, the *Cross Connection-Check List*, the signed *ASSE Practical Exam*, and the written exam booklets. The proctor shall return the sealed envelope to the ASSE International Office.

B. Virtual Field Survey

1. The answer sheet for the virtual exam is separate from that used for the written exam. The proctor shall distribute the answer sheet and instruct the candidates for certification to:
 - a. Use a #2 pencil.
 - b. Make heavy black marks that fill the circle completely.
 - c. Erase clearly any answer they wish to change.
 - d. Make no stray marks on the answer sheet.
 - e. Print their name on side one.
 - f. Print their name and fill in the marks for their name on side two.
 - g. Not complete any other sections of the answer sheet.
2. The proctor shall assure that there is a working system for displaying pictures and questions so that each applicant can see them clearly.
 - a. Each question shall be displayed for a minimum of 30 seconds.
 - b. The proctor may not interpret the picture being displayed or the question being asked.
 - c. The proctor will instruct the applicant to choose the most correct answer and mark it on the answer sheet.

IX PRACTICAL EXAM FOR BACKFLOW PREVENTION PROGRAM ADMINISTRATOR (5150)

ASSE certification as a backflow prevention program administrator requires the successful completion of a virtual field survey conducted via a PowerPoint presentation. The survey will test the candidates' knowledge of applying containment protection to any type of service connection that may be encountered. 70 percent is the passing score. The virtual exam is done via a power point presentation and is objective with just one (1) correct answer per question.

1. The answer sheet for the virtual exam is separate from that used for the written exam. The proctor shall distribute the answer sheet and instruct the candidates for certification to:
 - a. Use a #2 pencil.
 - b. Make heavy black marks that fill the circle completely.
 - c. Erase clearly any answer they wish to change.
 - d. Make no stray marks on the answer sheet.
 - e. Print their name on side one.
 - f. Print their name and fill in the marks for their name on side two.
 - g. Not complete any other sections of the answer sheet.
2. The proctor shall assure that there is a working system for displaying pictures and questions so that each applicant can see them clearly.
 - a. Each question shall be displayed for a minimum of 30 seconds.
 - b. The proctor may not interpret the picture being displayed or the question being asked.
 - c. The proctor will instruct the applicant to choose the most correct answer and mark it on the answer sheet.

X WRITTEN EXAM FOR RESIDENTIAL POTABLE WATER FIRE PROTECTION SYSTEMS INSTALLERS AND INSPECTORS

A. Prior to beginning the examination, the proctor shall:

1. Direct each candidate to completely fill-out the application form.
2. Provide the instructor with copies of the *ASSE Instructional Objective Check List* for the course to distribute to the candidates.
3. Direct the instructor to review the *Instructional Objective Check List*.
4. Direct the instructor to provide additional instruction to the class on any objectives not previously taught in-the class.
5. Direct the candidates to read the *Instructional Objective Check List*, sign it and return to the proctor.
6. Distribute an exam package to each candidate.
7. Read the *Written Exam Instructions* to the candidates.
8. Review with candidates the *Answer Sheet*.
9. Advise the installer candidates that the written exam includes 100 multiple choice questions.
10. Advise the inspector candidates that the written exam includes 50 multiple choice questions.
11. The proctor shall instruct the candidates for certification to:
 - a. Use a #2 pencil.
 - b. Make heavy black marks that fill the circle completely.
 - c. Erase clearly any answer they wish to change.
 - d. Make no stray marks on the answer sheet.
 - e. Print their name on side one.
 - f. Print their name and fill in the marks for their name on side two.
 - g. Not complete any other sections of the answer sheet.

12. The proctor shall review the ASSE Appeals Procedure with the candidates.

“Within ten (10) days after receipt of exam results, a Candidate for Certification may write to the Professional Qualifications Coordinator to challenge the test result of their certification exam. The Professional Qualifications Coordinator will establish a telephone interview appointment to review all questions answered incorrectly with the accredited school administrator. The Professional Qualifications Coordinator shall confirm the challenged question’s answer source and the correct answer; and refer all challenged questions to the Technical Committee for review. The Professional Qualifications Coordinator shall provide final disposition of appeal to Candidate for Certification.”

B. Time Allowed for Written Exam

The proctor shall instruct the candidates to open the written exam package and begin the exam. The proctor shall record the starting time for the written exam.

- 1) The proctor shall allow 2 hours to complete the installers (7010) exam.
- 2) The proctor shall allow 1½ hours to complete the inspectors (7020) exam.

C. Collection of Exam Materials

The proctor is responsible for collecting:

1. Signed *Instructional Objective Check Lists*
2. Answer sheets.
3. Application form.
4. All scratch paper.
5. Exam booklets.

XI PRACTICAL EXAM FOR RESIDENTIAL POTABLE WATER FIRE PROTECTION SYSTEMS INSTALLERS

1. The practical exam shall consist of laying out and dimensioning the location of sprinklers on a minimum of 2 residential floor plan drawings.
2. One drawing shall include a minimum of three different ceiling types, obstructions, (Ceiling fans, beams, ducts, lights) and heat sources.
3. The other drawings shall include a regional type of building (Basement, slab on Grade, Freezing conditions).
4. An isometric drawing of a residential plumbing based sprinkler system, showing rigid piping, shall be sized based on the provided design parameters.
5. The time limit for practical examination shall be a maximum of 6 hours.
6. A score of 70% or better is required for successful completion.

XII PRACTICAL EXAM FOR RESIDENTIAL POTABLE WATER FIRE PROTECTION SYSTEMS INSPECTORS

1. The practical exam shall consist of verifying the layout dimensions for the location of sprinklers on a minimum of 2 residential floor plan drawings.
2. One drawing shall include a minimum of three different ceiling types, obstructions, (Ceiling fans, beams, ducts, lights) and heat sources.
3. The other drawings shall include a regional type of building (Basement, slab on Grade, Freezing conditions).
4. An isometric drawing of a residential plumbing based sprinkler system, showing rigid piping. Sizing shall be verified based on the provided drawing.
5. The time limit for practical exam shall be a maximum of 4 hours.
6. A score of 70% or better is required for successful completion.