

Responsibilities & Liabilities (Form 702A/703A)



I attest to comply with all conditions as listed and agree to abide by the policies and procedures of NCCER Accreditation Guidelines & Program Compliance.

Instructor

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- Have and maintain current credentials
 - Use NCCER curriculum
 - Only teach module(s) for which I am (NCCER) certified to teach
 - Work through Sponsor Representative for any special needs/accommodation requests
 - Ensure the test site is adequate for all tasks
 - Have all trainees complete NCCER Registration & Release Form prior to beginning training
 - Not allow any observer(s) while testing
 - Administer module tests closed-book
 - Not allow any reference or resource materials during the module test(s) unless specified in the curriculum
 - Adhere to NCCER testing out policy
 - Grade all module tests I administer
 - Adhere to NCCER retest policy for module tests (written and performance)
 - Destroy (shred) any unused copies of modules tests immediately
 - Maintain security of all test materials (keep in a secured, locked cabinet)
 - Maintain confidentiality of module test results
 - Return completed module tests and Registration & Release Forms to Sponsor
 - Representative or keep in a secure location for **at least 3 years** (per ATS policy)
 - Never leave a test session unattended
 - Submit Training Report to Sponsor Representative only if trainee has successfully completed module tests (**both** written **and** performance)
 - Terminate performance test for any trainee who acts in an unsafe or hazardous manner or engages in horseplay
 - Ensure necessary tools and materials are available and in good working order
 - Follow all NCCER policies and procedures, including any implemented between publication dates of the Accreditation Guidelines

Curriculum Proctor

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- Have and maintain current credentials
 - Will work through Sponsor Representative for any special needs/accommodation requests
 - Ensure the test site is adequate for all tasks
 - Have all trainees complete NCCER Registration & Release Form prior to beginning training
 - Not allow any observer(s) while testing
 - Administer module tests closed-book
 - Not allow any reference or resource materials during the module test(s) unless specified in the curriculum
 - Adhere to NCCER testing out policy
 - Return all module written tests to instructor for grading
 - Return any/all unused copies of module written test(s) to Instructor and/or Sponsor Representative
 - Maintain security of all test materials (keep in a secured, locked cabinet)
 - Maintain confidentiality of module test results
 - Never leave a test session unattended
 - Follow all NCCER policies and procedures, including any implemented between publication dates of the Accreditation Guidelines

Assessment Coordinator

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- Have and maintain current credentials
 - Conduct Assessment Proctor Training in accordance with NCCER Accredited Assessment Center Guidelines & NCACP Procedures
 - Return all used paper assessment booklets to Primary Administrator for appropriate destruction
 - If coordinator of an Authorized Assessment Site:
 - Ensure all assessments/PV are delivered via currently certified
 - Maintain inventory by keeping an Assessment Inventory Log
 - Report all assessment and PV activity to Primary Administrator no less than once per month
 - Receive and distribute assessment materials according to NCCER Accredited Assessment Center Guidelines & NCACP Procedures

This form remains on file with individual's R&R form and other applicable documentation.

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Assessment Proctor

- Have and maintain current credentials
- Access Arkiv system using your own User Name and Password
- Give assessments using your own Examiner ID (NCCER card #)
- Never administer an assessment to yourself
- Never leave an assessment session unattended
- Not train the same individuals whom I assess
- Work through Primary Administrator for any special needs/accommodation requests
- Have all participants complete an NCCER Registration & Release Form and submit to Primary Administrator or AAS Coordinator
- Provide all participants with the appropriate assessment Specification Sheet (available on NCCER's website)
- Maintain security of all assessment materials
- Maintain confidentiality of participant results
- Never share assessment content
- Never allow observers in an assessment session
- Allow no more than 30 participants per proctor
- Never discuss assessment content with participants
- Check all participant photo IDs (issued by a government agency) prior to administering an assessment
- Allow only approved reference materials (as listed on assessment specification sheet)
- Allow only basic function, non-programmable calculators
- Provide scratch paper to participants on an as-needed basis for computer based assessments. All scratch paper must be collected and accounted for.
- Collect any non-permissible items (i.e. cell phone, electronic devices, notes, etc) from participant prior to administering an assessment.
- Ensure assessment facility is setup per NCCER guidelines
- Disqualify participants who violate NCCER assessment policy and contact Primary Administrator immediately
- Use proctor script throughout assessment session to cover all required information/procedures
- Follow all NCCER policies and procedures, including any implemented between publication dates of the Accreditation Guidelines

Performance Evaluator

- Only evaluate performance profiles and/or performance verifications for which I am (NCCER) certified to administer
- Work through Sponsor Representative and/or Primary Administrator for any special needs/accommodation requests
- Ensure the test site is adequate for all tasks
- Ensure use of most current performance profile or PV
- Have all participants complete NCCER Registration & Release Form prior to beginning any performance tests
- Not allow any observer(s) while testing
- Evaluate one participant at a time
- Ensure accurate completion of all forms (i.e. dates/times for each PV task, participant signature, etc)
- Administer performance profiles and PVs closed-book
- Ensure proper identification (i.e. government issued photo ID) for each participant
- Not allow any reference or resource materials during the performance testing unless specified in the curriculum or PV packet
- Adhere to NCCER testing out policy for performance profiles
- Evaluate all performance profiles/PVs on pass/fail scale
- Maintain security of all test materials (keep in a secured, locked cabinet)
- Maintain confidentiality of results
- Return completed performance profile sheets, PV submission forms and Registration & Release Forms to appropriate ATS/AAC personnel
- Terminate performance test for any participant who acts in an unsafe or hazardous manner or engages in horseplay
- Ensure necessary tools and materials are available and in good working order
- Follow all NCCER policies and procedures, including any implemented between publication dates of the Accreditation Guidelines

ATS/AAC Name: _____

Assessment or Training Personnel Signature

Name/Title/ SS# or NCCER Card # (type or print)

Date

Primary Administrator/Master Trainer Signature

Name/Title/ SS# or NCCER Card # (type or print)

Date

This form remains on file with individual's R&R form and other applicable documentation.