

# Responsibilities & Liabilities Form



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

## Craft Instructor

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- Have and maintain current credentials
- Use NCCER Testing System
- Use NCCER module tests for credentials
- Only teach module(s) for which I am (NCCER) certified to teach
- Experience outlined on resume/qualification is accurate and verifiable
- Work through Sponsor Representative for any special needs/accommodation requests
- Never administer a module exam to yourself
- Ensure the testing area is set up as outlined in the Testing Facilities section and Performance Administration section of the ATS guidelines
- Have all trainees complete an NCCER Registration & Release Form prior to beginning training
- Verify trainee identification by viewing an approved photo ID prior to administering a module test or performance profile
- Provide scratch paper if applicable. Collect scratch paper at end of testing session.
- Ensure trainees do not have any prohibited items during the testing session
- Ensure module tests and performance profiles are administered in person
- Administer module tests closed book (no handouts, no notes)
- Not allow any reference or resources materials during the module test(s) unless specified in the curriculum
- Not allow any observers while testing
- Never share module test content
- Adhere to NCCER testing out policy
- Adhere to NCCER retest policy for testing - both written and performance
- Maintain confidentiality and security of all training and testing materials
- Maintain training and testing documentation for audit purposes as outlined in the Recordkeeping Requirements section of the ATS guidelines
- Never leave a test session unattended
- Administer module tests to no more than 30 test takers at one time
- Terminate performance test for any trainee who acts in an unsafe or hazardous manner
- Ensure appropriate performance profiles are available for performance test administration
- Ensure necessary tools, equipment, and materials are available and in good working order
- Ensure evaluations by trainees are conducted as outlined in the Personnel Evaluations section of the ATS guidelines
- Ensure that existing paper tests are not used for practice or as handouts
- Ensure integrity of module test administration as outlined in the Test Administration section of the ATS guidelines
- 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
- Use NCCER Testing System
- Work with Sponsor Representative for any special needs/accommodation requests
- Never administer a module exam to yourself
- Ensure the testing area is set up as outlined in the Testing Facilities section of the ATS guidelines
- Have all trainees complete an NCCER Registration & Release Form prior to testing
- Verify trainee identification by viewing an approved photo ID prior to administering a module test
- Provide scratch paper if applicable. Collect scratch paper at end of testing session.
- Ensure trainees do not have any prohibited items during the testing session
- Ensure module test is administered in person
- Not allow any observer(s) while testing
- Administer module tests closed book (no handouts, no notes)
- Not allow any reference or resources materials during the module test(s) unless specified in the curriculum
- Adhere to NCCER testing out policy
- Maintain confidentiality and security of all training and testing materials
- Never leave a test session unattended
- Administer module tests to no more than 30 test takers at one time
- Ensure integrity of module test administration as outlined in the Test Administration section of the ATS guidelines
- Follow all NCCER policies and procedures, including any implemented between publication dates of the Accreditation Guidelines

*(continued on page 2)*

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

# Responsibilities & Liabilities Form



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

## Assessment Proctor

- Have and maintain current credentials
- Access NCCER Assessment Platform and give assessments using your own Username and Password
- Never administer an assessment to yourself
- Never leave an assessment session unattended
- Never train the same individual whom you assess (only applies to Mobile Crane program)
- Work through Primary Administrator for any special needs/accommodation requests
- Have all candidates complete an NCCER Registration & Release Form prior to administering an assessment
- Provide all candidates with the appropriate assessment Specification Sheet (available on NCCER's website)
- Maintain security of all assessment materials
- Maintain confidentiality of all candidate assessment results
- Never share assessment content
- Never allow observers in an assessment session
- Ensure assessments are administered in person
- Allow no more than 30 candidates per proctor
- Never discuss assessment content with candidates
- Verify candidate identification by viewing an approved photo ID prior to administering an assessment
- Allow only approved reference materials (as listed on an assessment specification sheet)
- Provide scratch paper if applicable. Collect scratch paper at end of assessment session.
- Collect any prohibited items (i.e. cell phones, electronic devise, notes, etc.) from candidate prior to administering an assessment
- Ensure assessment testing area is set up as outlined in the Journey-Level Assessment Facilities section of the AAC guidelines
- Disqualify candidates who violate NCCER assessment policy and contact Primary Administrator immediately
- Use required proctor script throughout assessment session to cover all required information/procedures
- Maintain assessment documentation for audit purposes as outlined in the Recordkeeping Requirements section of the AAC guidelines
- Follow all NCCER policies and procedures, including any implemented between publication dates of the Accreditation

## Performance Evaluator

- Have and maintain current credentials
- Only evaluate performance profiles and/or performance verifications for which you are NCCER certified to administer
- Experience outlined on resume/qualification is accurate and verifiable
- 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 an NCCER Registration & Release Form prior to beginning any performance evaluation
- 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 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 a pass/fail scale
- Maintain security of all test materials (keep in a secured, locked cabinet)
- Maintain confidentiality of all 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 / SSN or NCCER Card # (*type or print*)      Date

\_\_\_\_\_  
Primary Administrator / Master Trainer Signature      Name / Title / SSN or NCCER Card # (*type or print*)      Date

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