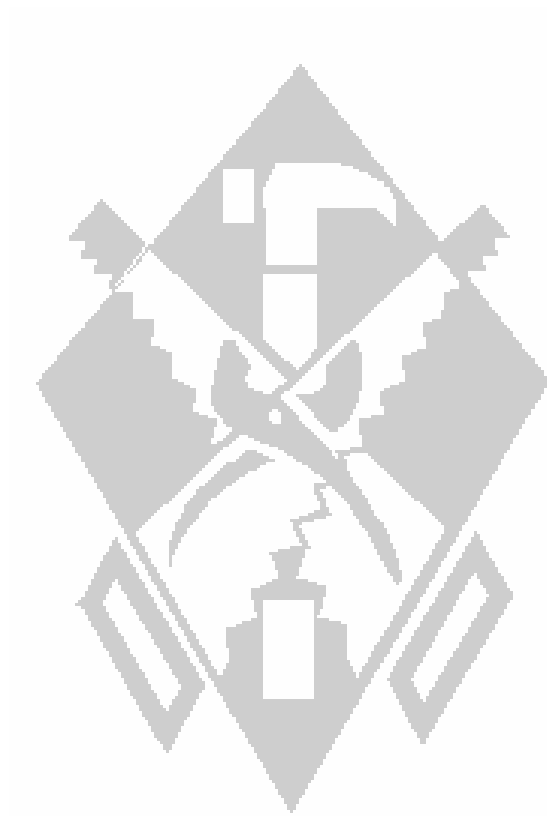


MECH

*Mechanic Evaluation & Certification for
Healthcare*



Proctor Guide for MECH Certification Testing

Version 2 – 01/7/08

Introduction

Procedures for administering the MECH Certification Test are intended to be simple but require that strict attention is made to the details of each step. By following the steps precisely, you will ensure that each test is completed and handled in a way to assure the validity of the test results by eliminating errors.

Proctor Responsibilities

The proctor is pivotal to the proper administration of the certification test. You are an extension of MECH and a sworn Proctor for the MECH Certification Test. In this capacity, you are acting in an authority for MECH and are required to handle the administration of the MECH test in a way that is compliant with standards held for all nationally standardized tests. You are expected to interfere with anything that might compromise the integrity and validity of each test administration.

If you are not sure of any procedural requirement, be sure that your question is answered before the administration of the test.

Before making a decision on your own, always get an official determination through your communication channel (your association, organization, or directly from the MECH National Office at 616-662-1315 or mech@netonecom.net).

- Before proctoring the test, be sure you read and understand the procedures and **check for any changes to this guide prior to proctoring the test by going to <http://www.mishe.org/mech-testproctor.htm>**. The most recent dated version on the web is the guide that is enforce.
- Maintain the security of the test before, during, and after the test.
- Control all materials. Distribute to and collect materials from test participants.
- Preside over the test by being present while the test is conducted.
- Prepare the test area and **ensure that the testing area is free from distractions. No test participant is to be disturbed for any reason other than their personal safety during the test.**
- Complete the “Test Incident” report when necessary.
- Return all materials as instructed.
- Report any breach of security, even if you may feel it may be trivial.

Test Preparation

Prior to the test, you should have in your possession the following:

- The correct quantity of test booklets, answer sheets, roster and incident report sheets.
- Soft #2 pencils; there should be a minimum of two per participant.
- Watch or clock in the room.
- Select a room that is quiet, well lit, conditioned and **free from distractions.**
- A supply of blank paper available for test participants who request a sheet.

Test Administration

The certification test can be administered to one or more participants. Steps to administering the test are in order:

1. Greet each participant, check their name against your roster by comparing their photo ID (work ID, drivers license, etc.), and direct them to a desk and comfortable chair. Check

- that participants have no other material except a non-programmable calculator, which is permitted. **This requirement must be complied with! There are to be no radios, pagers, cell phones or other equipment of any kind. (See Proctor Responsibilities above)**
2. Provide each participant with a pencil, test booklet, and answer sheet. Scratch paper can be supplied if the test participant requests. The proctor should have blank paper on hand.
 3. At the proper time, announce to the participants to open the test booklet to the first page and read through the instructions on how to complete the answer sheet.
 4. Announce to the participants the following statement: **“the test has 110 questions. Ten of these are pilot questions and are being asked for statistical reasons. Only 100 questions of the 110 will count. The other 10 will not be counted. You are to answer all questions on the test, the pilot questions are not identified”**.
 5. Announce the **time limit of 2 hours**. Instruct them to **“turn the page, read the directions, and begin the test”**.
 6. Participants are not allowed to talk during the test.
 7. Only one participant at a time is allowed to leave the test area during the test period for personal hygiene reasons. **(Please note: If a participant leaves for any other reason, the test for that person will be ended and test fees will apply. He or she will need to wait 30 to 60 days to reschedule and take the test again at an additional cost.)**All materials must remain in the room and no other materials are to be allowed back in upon the participant’s return.
 8. Announce that **“there are 5 minutes remaining before the end of the test period”**.
 9. At the end of the time limitation or as participants finish, collect all test material.
 10. **It is your responsibility as a proctor** to ensure that the answer sheets are filled out completely and correctly as each participant finishes (complete information and no abbreviations). **Hold the participant in the test area and make sure that all information is legible before the participant leaves! Verify spelling of names, and ensure that all blanks are filled. Have the test participant check for miss-marked or blank answers. You should fill out the Attendance Roster at this time in your own hand.**
 11. Insert the answer sheet and scrap paper (if used) inside the test booklet used by the participant and put the test booklet in the box or envelope to mail back to EDEMPCO. This will ensure the proper count and reduce errors.
 12. Complete the “Test Incident Report” if difficulties occur of any nature during the time you are in possession of test material and administering the test.

After the Test

All test materials should have been checked and readied for shipment at the conclusion of the test administration.

- Each test booklet should contain answer sheets and any scrap paper used by the participant.
- Include an attendance roster with names written in your own hand. This will be used to ensure proper spelling of names.
- Mail all test material (tracking numbers are suggested) to:

**EDEMPCO
1620 70th Ave
Ewart, MI 49631**

If you have any difficulties, questions or concerns regarding only the test materials, please call EDEMPCO at 231-734-3483 or send an email to edempco@netonecom.net . Other inquiries should be made to the MECH National office at 616-662-1315 or mech@netonecom.net .

