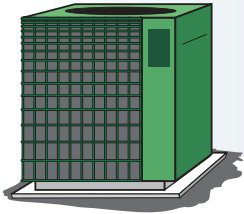


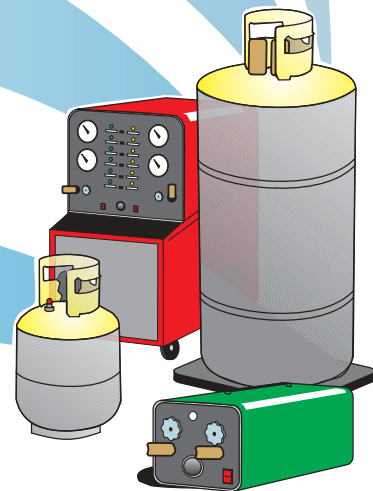
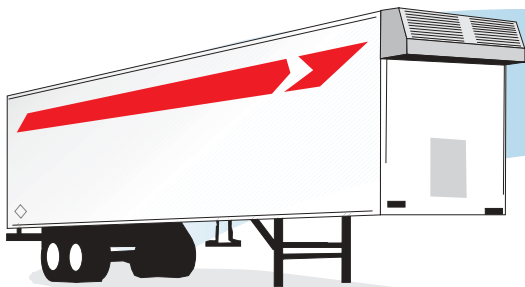
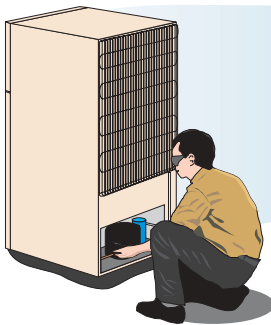
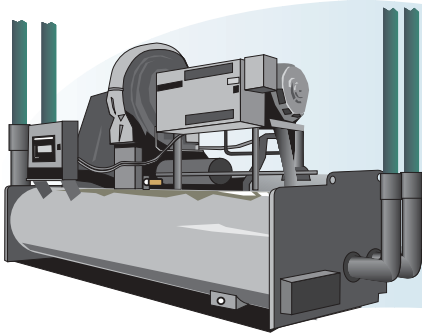
Module 0200

HVACR Classroom Series



EPA Section 608 Technician Certification Stationary Equipment

Proctor Guide
Third Edition



An Educational Service of

VGI

TABLE OF CONTENTS

TABLE OF CONTENTS	3
INTRODUCTION	3
DUTIES OF A VGI PROCTOR	4
PROCTOR REGISTRATION	4
SITE PREPARATION	5
RESPONSIBILITIES OF A PROCTOR	5
MAINTAINING CONTROL	5
TEST SECURITY	6
APPLICANT IDENTIFICATION NUMBER	6
INSTRUCTIONS FOR TODAY'S TEST	7
PROCTOR'S SCRIPT (LARGER SESSIONS).....	8
AFTER THE SESSION	12
STATISTICAL PROFILING OF TEST	13

INTRODUCTION

The VGI Testing Module, as approved by The Environmental Protection Agency per the requirements of Section 608 of the Clean Air Act, is designed to permit the certification of technicians as required by the Act.

The VGI Testing module is executed in a testing location by proctors who are assigned by a VGI Training Organization. The proctors so assigned must register with, and be approved by VGI prior to their proctoring any testing. The Training Organization is responsible for selecting proctors, supplying module materials to the proctors and insuring that the integrity of the module is maintained by the proctors.

It is a requirement of the VGI Module that there be a minimum of one proctor for each 50 applicants or fraction thereof. Fifty-one applicants for example, would require two proctors.

DUTIES OF A VGI PROCTOR

VGI Proctors are responsible for professionally accomplishing a number of duties:

1. Establishing order and preparing applicants for test.
2. Distribution of testing materials to applicants.
3. Instructions on applicant demographics on answer cards.
4. Instructions on test purposes and EPA Types and grading.
5. Preventing ANY collaboration among students.
6. Ensuring that test is given to VGI classroom standards and conditions.
7. Keeping and reporting time accurately.
8. Maintaining quiet during test.
9. Collecting testing materials.
10. Verifying signature and ID of student using a picture ID card.
11. Ensuring that all answer cards are turned in and sealed for shipment.
12. Ensuring all exam booklets are returned to secure storage
13. Signing Proctor's Test Transmittal Report certifying test conditions.
14. Reporting classroom episodes that could possibly affect the proper grading of any and all applicant tests.

A critical element of the VGI Testing Module is the integrity of its use. The security of the test questions and answers and the test procedure must be maintained as required by the VGI agreement with the Training Organization. To meet these requirements the following steps must be followed:

1. All reusable test booklets must be maintained under secured (locked) storage.
2. The only persons to whom a test is to be given, or a test is to be shown, are the test applicants.
3. Tests may periodically be modified. VGI Training reserves the right to call for the tradeout of all tests.
4. Under no circumstances are tests to be supplied to or be viewed by potential test applicants prior to a test session.
5. The Training Organization represented by the proctor is responsible for maintaining testing integrity. Violation of test security is cause for cancellation of the VGI agreement with that organization.

PROCTOR REGISTRATION

The proctors assigned by the Training Organization must submit a Proctor Registration form and be approved prior to their proctoring or attending any testing session. Proctor Registration forms are available from the VGI office.

SITE PREPARATION

It is the responsibility of the proctor, in cooperation with the Training Organization, to provide a proper testing location. The site selected should meet the following:

1. The room should be suitable for uninterrupted testing. The room should be quiet, well-lighted and comfortable.
2. Outside noise should be at a minimum.
3. All testing proctored by a single proctor must be in one room.
4. The room entrances should be closed during testing. If a student leaves the classroom their test must be given to a proctor until they return.
5. Number 2 wooden pencils should be used.
6. No visitors are permitted in the room(s) during a test. Exceptions to this rule are EPA Enforcement Division personnel and VGI staff.

RESPONSIBILITIES OF A PROCTOR

The proctor is in the classroom to ensure, to the highest extent possible, that all applicants are not aided or handicapped by outside agencies in their attempt to achieve EPA approved certification. Proctors can expect to be spot checked, in some cases anonymously, by VGI personnel as well as representatives of The Enforcement Division of the EPA. Proctors found deficient in carrying out their duties will be so advised and where necessary, have their approval removed.

Only one proctor is responsible for a single testing session. While the proctor may delegate certain administrative and proctoring duties to additional assistants, the overall level of classroom control must be established and maintained by the proctor.

MAINTAINING CONTROL

Proctors must establish their authority early in the test session. The following recommendations will eliminate the possibility of a disorganized testing session:

1. Only the proctor should instruct the applicants during the test. The instructions must be precise and expeditious. Any attempt by an applicant to begin the test prematurely must be handled quickly.
2. Do not use applicants for any proctoring duties. Applicants can distribute tests to the persons next to them but they are not to leave their seats. When using this technique, be certain there is no attempt by applicants to search for a particular coded test version.
3. Do not allow any activity in the classroom to distract you from your proctoring responsibility. Handle any situation that might occur as quickly and expeditiously as possible. Distractions are an invitation for some applicants to gain control and begin conversation for test assistance from their neighbors. Should such conversation occur, cut it off quickly but discretely. Should any individual repeat their actions, ask them to move to a seat in the rear of the classroom.
4. Proctors are not to answer inquiries from applicants about any test questions.
5. Have applicants remain in their seats when they have finished and raise their hand when ready to turn in their tests. An applicant should only turn in their test when called to come forward by the proctor.
6. Applicants who have finished and have turned in their tests must immediately leave the room.

TEST SECURITY

VGI randomly selects questions for 10 (ten) different test versions. These will NOT be reordered versions of the same test. The packages of tests sent to the proctors will be divided by versions, i.e., 10 different versions for every 10 test ordered.

VGI restricts the access of tests to authorized individuals whose access is necessary for the fulfillment of the VGI program. For VGI proctors, this security will include a number of specific procedures:

1. Before the test.

Tests will be distributed to proctors in reusable envelopes. The envelopes will contain individual serial numbered reusable tests. The tests are to be distributed only by a registered proctor of the VGI program. Test envelopes may not be opened anywhere but in a classroom during a testing session.

2. Test Handling in Session

Proctors are to take sufficient test envelopes into the session to distribute one (and only one) test to each applicant.

3. Post-session Test Handling

Immediately following the session, the proctor is to place all tests in the reusable envelope(s) supplied by VGI. Turned in tests are not, under any circumstances, to be shown to the test applicants. No discussion that includes viewing a test is to take place between the proctor and any applicant.

The secured return of all completed answer cards to VGI is the responsibility of the Training Organization.

APPLICANT IDENTIFICATION NUMBER

As required by the EPA, all applicants must use a unique number (9 digits) to identify themselves for all future VGI tracking. We recommend that the proctor suggest the applicant use their Social Security number but the applicant is free to select an alternative number. This alternate number can be an address, a telephone number, etc, or any combination of numbers the applicant can quickly remember. The number the applicant uses stays with their record and is their unique identifier in our database. We recommend that applicants be advised to use the same number for all technician certification programs they might be using.

INSTRUCTIONS FOR TODAY'S TEST (SMALLER ALREADY PREPARED GROUPS)

IMPORTANT

The EPA Section 608 exam is a closed book exam. Talking is not permitted during the test session. You are permitted to have on your desk a Temperature-Pressure chart, a non-programmable calculator, and two #2 pencils. All other items must be removed. Do not write on the test booklet.

1. Use the "INSTRUCTIONS" on page 2 of your test booklet to fill out your Answer Card. Use my proctor identification number of ____ - ____ - _____. Today's date is __ / __ / _____.
2. Be sure to enter a nine-digit number for the candidate ID. You may use your Social Security number if you wish.
3. Be sure to enter a three-digit number you wish to use as a Personal Identification Number. This Personal Identification Number MUST be used to access your test results on www.vgitraining.com.
4. Be certain to place an "X" in the appropriate box in sections 12 thru 14. If section 14 is answered "YES", enter the name of the EPA approved certifier.

NOTE: THE PROCTOR MUST SIGN OFF ON PREVIOUS PASSING SCORES FROM ANY ORGANIZATION OTHER THAN ARI OR VGI.

5. Be sure to enter the test serial number that is on the front of your test booklet. After completing the test, sign and date the answer card. You have 2 hours to complete the test. You may begin testing after you have completed the information asked for on the answer card.

PROCTOR'S SCRIPT (LARGER SESSIONS)

Do not begin until all applicants are in their chairs and the classroom is quiet.

The following is to be read to all test applicants:

GOOD (morning, afternoon, evening) MY NAME IS (name). I AM A REGISTERED PROCTOR FOR THE VGI TECHNICIAN CERTIFICATION TESTING PROGRAM. IN A FEW MINUTES I WILL DISTRIBUTE THE TEST AND ANSWER CARDS AND BEGIN THE CERTIFICATION TESTING AS APPROVED BY THE ENVIRONMENTAL PROTECTION AGENCY.

THIS TEST IS BEING OFFERED BY (name of Training Organization). IT CERTIFIES TO THE REGULATIONS OF THE EPA AS AUTHORIZED UNDER SECTION 608 OF THE CLEAN AIR ACT WHICH COVERS STATIONARY EQUIPMENT. THE TEST TODAY APPLIES TO SECTION 608 ONLY. IF YOU ARE SEEKING TECHNICIAN CERTIFICATION FOR SERVICE WORK ON MOBILE VEHICLES YOU MUST BE CERTIFIED UNDER SECTION 609. ARE THERE ANY QUESTIONS ABOUT THE TWO SECTIONS?

(Wait for questions.)

TODAY'S TEST IS OFFERED FOR CERTIFICATION IN THE THREE EPA TECHNICIAN TYPES AND UNIVERSAL CERTIFICATION.

TYPE 1 IS DESIGNED FOR TECHNICIANS WHO PRIMARILY SERVICE SMALL APPLIANCES. THIS TYPE COVERS FACTORY SEALED SYSTEMS WITH LESS THAN FIVE POUNDS OF REFRIGERANT AND INCLUDE CERTAIN APPLIANCES SUCH AS DOMESTIC REFRIGERATORS AND FREEZERS, WINDOW UNITS AND VENDING MACHINES.

TYPE 2 IS FOR TECHNICIANS WHO INSTALL AND SERVICE SYSTEMS THAT USE A HIGH PRESSURE REFRIGERANT SUCH AS HCFC 22. THESE INCLUDE HOUSEHOLD SPLIT SYSTEM AIR CONDITIONERS. ALSO INCLUDED ARE MVAC LIKE APPLIANCES NOT COVERED BY SECTION 609.

TYPE 3 IS FOR TECHNICIANS WHO INSTALL AND SERVICE SYSTEMS THAT USE A LOW PRESSURE REFRIGERANT SUCH AS CFC 11.

TYPE 4 IS A UNIVERSAL CERTIFICATION FOR WORK ON ALL SYSTEMS INCLUDED IN THE FIRST THREE TYPES.

THE TEST IS DIVIDED INTO FOUR SECTIONS. THE FIRST SECTION CONTAINS 25 CORE QUESTIONS WHICH DEAL WITH THE ENVIRONMENTAL ISSUES CONCERNING THE CLASS I AND CLASS II REFRIGERANTS.

THE NEXT SECTION INCLUDES 25 TECHNICAL QUESTIONS FOR TYPE I CERTIFICATION. TO TEST FOR TYPE I CERTIFICATION ONLY, YOU MUST ANSWER ALL CORE QUESTIONS AND ALL TYPE I QUESTIONS. DO NOT ANSWER ANY OTHER QUESTIONS.

THE SAME PROCEDURE IS USED FOR TYPE II AND TYPE III APPLICANTS. EACH OF THESE TYPES HAS 25 QUESTIONS.

IF YOU WISH TO BE CERTIFIED FOR MORE THAN ONE TYPE YOU MUST ANSWER THE CORE QUESTIONS PLUS THE SECTIONS ON EACH CERTIFICATION TYPE YOU WANT.

TO TEST FOR UNIVERSAL CERTIFICATION YOU MUST ANSWER ALL 100 QUESTIONS ON THE TEST UNLESS YOU HAVE ALREADY PASSED A SECTION IN AN EARLIER TEST.

TO PASS A PARTICULAR TECHNICIAN TYPE YOU MUST GET A SCORE OF AT LEAST 18 CORRECT ANSWERS ON THE CORE SECTION AND AT LEAST 18 CORRECT ANSWERS ON THE TECHNICAL SECTION FOR THAT TYPE.

YOU CANNOT COMBINE CORRECT ANSWERS OF THE CORE AND TECHNICAL SECTIONS. YOU MUST PASS EACH SECTION INDIVIDUALLY. YOU MUST PASS THE CORE SECTION TO RECEIVE CERTIFICATION IN A SECTION. IF YOU DO NOT PASS THE CORE SECTION, YOU CANNOT RECEIVE CERTIFICATION IN ANY SECTION REGARDLESS OF THE SCORES YOU GET IN THOSE SECTIONS.

YOU CAN PASS ONE SECTION AND NOT PASS ANOTHER. IF YOU PASS THE CORE SECTION AND TYPE II, FOR EXAMPLE, BUT GET LESS THAN 18 CORRECT ON TYPE III, YOU WILL BE CERTIFIED TYPE II ONLY.

ARE THERE ANY QUESTIONS ON THE TECHNICIAN TYPES OR THE GRADING METHOD?

(Wait for questions.)

ARE THERE ANY QUESTIONS REGARDING THE USE OF PRIOR PASSING SCORES?

(Wait for questions.)

SHOULD YOU PASS ANY PART OF TODAY'S TEST YOU WILL RECEIVE A CERTIFICATE OF COMPLETION AND A WALLET CARD INDICATING YOUR CERTIFICATION APPROVALS. YOUR SCORES FOR EACH SECTION WILL BE ON THE MAILING THAT CARRIES YOUR WALLET CARD.

(Show sample certificate).

ARE THERE ANY QUESTIONS?

(Wait for questions.)

ALL TESTING TODAY IS CLOSED BOOK. YOU ARE PERMITTED TO HAVE A PRESSURE TEMPERATURE CHART, A CALCULATOR, AND TWO PENCILS. IF YOU HAVE ANY OTHER MATERIALS THEY MUST BE REMOVED AT THIS TIME.

(Wait for applicants to remove materials to designated place.)

THE REUSABLE ENVELOPE(S) I AM ABOUT TO OPEN WAS/WERE ORIGINALLY SEALED AT THE OFFICES OF VGI IN ARLINGTON TEXAS. EACH ENVELOPE MAY CONTAIN MULTIPLE VERSIONS OF THE EPA APPROVED TEST. THE TESTS USE QUESTIONS RANDOMLY DRAWN FROM THE EPA QUESTION BANK.

I WILL NOW OPEN THE ENVELOPE(S) AND PASS OUT THE TESTS AND SEPARATE ANSWER CARDS. PLEASE DO NOT WRITE ON THE TEST BOOKLETS. DO NOT OPEN THE TESTS OR WRITE ON THE ANSWER CARDS UNTIL I INSTRUCT YOU TO START.

(Wait until all students have received tests and classroom is orderly. Reemphasize that applicants are NOT to open tests until told to do so.)

YOU MAY NOW BEGIN TO COMPLETE THE ANSWER CARD. PLEASE TURN TO THE INSIDE COVER PAGE OF THE TEST AND FOLLOW THE INSTRUCTIONS. (DEMONSTRATE) PLACE YOUR ANSWER CARD OVER THE IMPORTANT INFORMATION SECTION.

1. PLEASE INSERT THE FOLLOWING NUMBER (Your Social Security number) FOR MY PROCTOR IDENTIFICATION NUMBER.
2. TODAY'S DATE IS __/__/____.
3. PLEASE ENTER AN EASILY REMEMBERED NINE-DIGIT NUMBER. THIS NUMBER WILL BE A PERMANENT IDENTIFIER IN YOUR RECORDS. YOU MAY USE YOUR SOCIAL SECURITY NUMBER IF YOU WISH.
4. PLEASE ENTER AN EASILY REMEMBERED THREE-DIGIT NUMBER. THIS NUMBER WILL BE USED TO ACCESS YOUR RESULTS ON www.vgitraining.com.
5. ENTER YOUR FULL LAST NAME.
6. ENTER YOUR FIRST NAME.
7. IF YOU USE A MIDDLE INITIAL, ENTER IT HERE.
8. ENTER YOUR MAILING ADDRESS.
9. ENTER YOUR CITY.
10. ENTER YOUR STATE.
11. ENTER YOUR ZIP CODE.
12. CHECK THE BOX FOR THE EPA TYPE(S) FOR WHICH YOU ARE TESTING TODAY.
13. CHECK THE BOX YES OR NO DEPENDING ON IF YOU WISH TO USE EXISTING VGI OR ARI PASSING SCORES.

THIS WILL ALWAYS BE TRUE IF YOU RETEST USING A VGI TESTING ORGANIZATION. IT MAY NOT BE TRUE IF YOU RETEST THROUGH AN ORGANIZATION OTHER THAN VGI BECAUSE, IF YOU DON'T HAVE A WALLET CARD, ACCEPTANCE OF YOUR GRADES WILL VARY FROM ONE EPA CERTIFIER TO ANOTHER.

SHOULD YOU RETEST AND WISH TO USE PASSING GRADES FROM A PRIOR TEST YOU WILL NEED TO SHOW YOUR NEXT PROCTOR YOUR WALLET CARD OR A LETTER WITH YOUR PASSING GRADES.

- 14. CHECK THE BOX YES OR NO DEPENDING ON IF YOU WISH TO USE OTHER PASSING SCORES. IF YES, THEN CHECK SECTIONS PASSED AND FILL IN BY WHOM. YOU MUST HAVE WITH YOU A WALLET CARD OR VGI LETTER THAT VERIFIES YOUR PASSING GRADES. DO NOT PUT ANYTHING ON THE LINE THAT SAYS "PROCTOR VERIFICATION". THAT SPACE IS FOR MY SIGNATURE. THE WALLET CARD MAY BE FROM ANY CERTIFYING AGENCY BUT IT MUST HAVE THE WORDS "EPA APPROVED" ON IT.**

AGAIN, IF THERE IS ANYONE AT THIS TEST WHO HAS PASSED SECTIONS OF THE EPA TEST GIVEN BY AN APPROVED EPA AGENCY AFTER OCTOBER 15, 1993, YOU WILL NEED TO CHECK THE SECTION OR SECTIONS ALREADY PASSED IN THE SPACES PROVIDED ON THE ANSWER SHEET OF THE TEST.

- 15. ENTER THE SERIAL NUMBER FROM THE FRONT OF THIS TEST BOOKLET.**

BE ACCURATE IN ALL ENTRIES. IF AN ERROR ON YOUR PART REQUIRES A REPRINTING OF YOUR CERTIFICATE YOU WILL BE CHARGED AN ADDED REPRINTING CHARGE.

WHEN YOU HAVE FINISHED, WAIT FOR MY INSTRUCTIONS.

(Pause and wait for all students to finish.)

Again repeat: I REMIND YOU AGAIN..DO NOT OPEN THE TEST BOOKLET.

(After all students have completed the answer sheet.)

REMEMBER TO ANSWER ALL QUESTIONS REQUIRED FOR THE TYPES FOR WHICH YOU ARE TESTING. BE SURE TO PLACE YOUR ANSWERS ON THE ANSWER CARD.

ONCE YOU COMPLETE YOUR TEST PLEASE RAISE YOUR HAND. DO NOT LEAVE YOUR SEAT UNTIL I (or other assistants) ASK FOR YOUR TEST BOOKLET. PLEASE HAVE YOUR DRIVER'S LICENSE READY AND SHOW IT TO ME AS YOU TURN IN YOUR TEST AND ANSWER CARD. IF YOU ARE USING PREVIOUS SCORES, PLEASE HAVE YOUR PRIOR CERTIFICATION READY. I WILL SIGN OFF ON IT AT THAT TIME.

BE CERTAIN YOU HAVE SIGNED THE SIGNATURE BLOCK ON THE ANSWER CARD.

I WILL NOT BE ABLE TO ANSWER ANY FURTHER QUESTIONS ON ANY SUBJECT ONCE THE TEST BEGINS. FOR THIS FINAL TIME I WILL BE HAPPY TO ANSWER ANY QUESTIONS. ARE THERE ANY QUESTIONS?

(Wait for questions.)

YOU WILL HAVE TWO HOURS TO COMPLETE THE TEST. I WILL GIVE YOU THE TIME REMAINING EVERY 15 MINUTES.

WHEN READY YOU MAY BEGIN ANSWERING THE QUESTIONS. REMEMBER..THERE IS TO BE NO CONVERSATION BETWEEN APPLICANTS.

GOOD LUCK TO EACH OF YOU. YOU MAY NOW BEGIN TO ANSWER THE QUESTIONS.

The proctor, and his or her assistant proctors, are responsible for maintaining classroom control throughout the test and the test collection period at the end of the two hours. Any distractions by applicants or other persons in the room must be quickly disposed of so that proctoring remains on a professional level.

The proctor must remain in the room during the full period of the test. The proctor must pay close attention to all activity within the test area as the test progresses. Be certain that order and quiet is maintained as all students finish and turn in their tests. Save any conversation for the period after all tests are sealed for shipment.

AFTER THE SESSION

The proctor must be certain all testing materials have been collected. The close of the testing session is subject to the program desired by the Training Organization and its proctor. Following the training session, it is the responsibility of the proctor to keep the tests secure and forward the answer sheets on to VGI Training. **DO NOT DELAY THE RETURN OF THE ANSWER CARDS.** Applicants become very anxious about their test results and expect rapid turnaround of their scores.

A test transmittal form must accompany each batch of tests from each session.

If the answer cards from more than one training session are being sent, the sessions should be separated and there should be one Transmittal Form for each session.

If the processing fee is to be centrally billed it should be so noted on the Test Transmittal Form. All other processing fees must accompany the Test Transmittal Form.

The new manual incorporates results tracking and study features that put the best use of today's internet and database technologies. Testing Organization statistics can be provided in many formats.

First, you can receive a report similar to the candidates (Session Breakdown Report), except the results are based on the entire test group. Also, you may receive a Candidates Grade Report. This report requires that the candidate release their results to the Training Organization via Release Form. Third, you can receive a Session Summary Report. To receive any of these reports please mark your wishes on the Test Transmittal Form. There is no additional charge for any of these reports.

STATISTICAL PROFILING OF TEST

The answer cards will be graded and certificates issued to those applicants with passing grades. These students should receive their certificates within 2 weeks after the receipt of the tests by VGI.

Students not passing any level will be so notified and instructions offered on retesting. All proctors should be aware of the use of statistical profiling for measuring test performance. The goal of the test is to check the level of understanding of the subject matter by the person being tested. The results of the test generally follow a predictable profile. The profile gives a good forecast of how applicants will score.

Through statistical profiling, the level of difficulty of each question on the test is known. The probability of any one question being answered correctly is also known.

All proctors and assistants should be aware that VGI Training reserves the right to use statistical study of the test profile to monitor the performance of Training Organizations, and proctors.

