

National CPS Certification Program Technician Certification Written Exam Administration Instructions

Test Schedule (50 Questions Total - 42 [84%] or higher is passing)

- Administer Quiz #1 (10 questions) after Chapter 3 “Who Makes the Rules?” is completed -
Recommended time limit: 20 minutes + 10 minute review
- Administer Quiz #2 (21 questions) after Chapter 8 “Introduction to Child Restraints” is completed - Recommended time limit: 30 minutes + 15 minute review
- Administer Quiz #3 (19 questions) after Chapter 13 “Other Vehicles/Modes of Transportation” is completed - Recommended time limit: 30 minutes + 15 minute review

Pre-Test

- You are welcome to copy/print the tests (written and hands-on) double-sided.
- Encourage students to use their workbooks during the exams.
- Hand out tests immediately prior to administering them.
- Three versions (A, B, and C) of each test are available. The questions and the answers are the same for each version, but the order of the questions and/or the answers differ among the three versions. Different versions can be handed out for each test in classes where space is limited and Instructors have reason to be concerned about students copying from the answer sheets of other students.
- **Instruct students to write in the version of the test (A, B, or C) they are taken to assure that the grading instructor uses the correct answer key when grading the tests.**

Test

- **At least one instructor must be in the room where tests are being administered at all times.**
- **No talking is permitted during the testing process.** The exam room should be quiet. All students must stay in the room and remain quiet, even after their test is turned in.
- **An offer to read the test aloud should be made regularly.** Have a reading room available for each written test.
- Instructors may help define non-CPS terms, but no CPS-related questions may be answered. If needed, refer the students to the English-Spanish glossary in the Appendix.
- The proctored tests have a recommended time limit. Additional time is allowed, at the discretion of the lead instructor.
- Students may keep their exams when they turn in their answer sheets for reference during the review. **These exams and the students’ answer sheets must be collected immediately following the review.**

Post-Test: Grading

- Answer sheets are given to an instructor for immediate grading. It is suggested that the instructor grade the exams in an area out of sight. **Grades should never be announced or shared with any other student.**
- The grading instructor must write the correct answer next to any incorrect answer in blue or red ink—**never pencil.**
- **The grading instructor must be certain that the correct answer key is being used for the version of test taken by the student.**

Post-Test: Review

- Students should be instructed to clear their desks of writing materials prior to the review in order to prevent the copying of answer keys.
- Return graded answer sheets and tests to the students and quickly review. In cases where multiple versions of any of the tests are used, the reviewing Instructor must read both the questions being reviewed as well as the answer since the order of the questions and/or the answers differ among the three versions of each test.
- Any grading discrepancies must be brought immediately to the attention of the Lead Instructor who will investigate and rule (for example, an answer marked incorrect in error).
- **Under no circumstances must the student exam answer sheets be modified by any student, member of the instructor team or other person, except in the case of a grading discrepancy as described above.**
- Any instructor who knowingly allows test altering to occur or shares the test with non technician-candidates and does not take immediate action (collusion) is at risk of certification sanctions.
- The Lead Instructor must keep the Course Grade Sheet as a record of the student grades and may destroy any used tests after the course is completed.