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## ISO 50001 Auditor Examination Proctor Administration Instructions

The following instructions and checklist shall be followed when administering the ISO 50001 Auditor examination. Be sure to read these instructions prior to test day.

## Check each step and return the completed checklist with the exam materials.

As examinees enter the room, ask them to sign the sign-in form.
Use the sign in form to record when/if examinees take breaks during the examination.
Note: examinees are not allowed to bring items with them during their breaks.
Review each examinee's copy of the ISO 50001 standard to ensure it is a clean copy
(e.g., no marks, notes, highlighting, etc.)
Ask the examinee to keep their photo ID out but all other personal belongings should
be kept in one part of the testing room.
Possible script: "Please be sure you have your photo ID available. When I distribute
your test booklets, I will use the front cover of the booklet to mark that I have
confirmed your identity."
Assign the examinee to a seat or direct them in a proper seating pattern.
Once all examinees have checked in and are seated, distribute the exam booklets by
name (each exam booklet has a label with the examinee's name on it).
<b>Possible script:</b> "I will now distribute the test booklets. Do not open the test booklets
until I instruct you to do so. Once all booklets are distributed, we will review the non-
disclosure agreement on the inside cover together before I start the exam time limit."
While distributing the booklets, check each examinee's photo ID and sign the
identification confirmation on the front page of their exam booklet.
Once all books are distributed, introduce the examination process to the examinees,
including the following
<ul> <li>"The test contains 83 items in 2 sections: Section 1 contains multiple choice</li> </ul>
and short response items and Section 2 contains constructed response items."
<ul> <li>"You may complete the items and sections in any order you choose but the</li> </ul>
exam must be completed in 4 hours."
<ul> <li>"You must mark your responses to the multiple choice test questions on the</li> </ul>
supplied Scantron form (bubble sheet). Write your responses to the short-
response and constructed response items directly in the test booklet."
<ul> <li>"I will provide you with time prompts when 2 hours has past, when there are</li> </ul>
30 minutes remaining and 5 minutes remaining."
<ul> <li>"If you require a bathroom break, you must sign out and in on the sign in</li> </ul>
sheet. You are not allowed to bring items with you during breaks."



"Once I call the end of time, you must stop writing and turn in your booklet to me at that time."
<ul> <li>"If you finish before time is called, you may review your answers to the items.         You may also submit your booklet early and sign out." (Note: be sure to record         the time they left the room.)</li> </ul>
<ul> <li>"You may complete the Candidate Comment Form but it must be completed during the exam time limit. The purpose of this form is for you to provide feedback on the exam test questions should you choose to. You are not required to complete this form."</li> </ul>
(Note: the candidate comment form allows them to comment on the exam items).
Instruct the examinees to open the front page of their booklet and to read the non-disclosure agreement, sign and date the bottom of the page.  Possible script: "Please open the top cover of your test booklet and the non-disclosure agreement on the inside cover. This Non-Disclosure Agreement is between
you, the "examinee" and Exemplar Global International, Inc. as of today's date.  The exam you are about to take is confidential and is protected by the Uniform Trade  Secret Act. Your agreement with these terms states that you will not disclose any part
of the ISO 50001 Auditor exam you are taking today, which includes the questions, options, your responses and any communication you have with Exemplar Global regarding the exam questions."
Ask "Are there any questions before we begin the test?"  Note: If the examinees have questions regarding the exam you cannot answer, ask them to contact Exemplar Global directly.
Begin the test and begin timing the test.  Note: mark the starting time of the test on the sign in sheet.  Possible script: "When I say you may begin, you may turn the page. Be sure to read all instructions in the test booklet carefully.  You may begin now."
Minimum Time markers to provide examinees: 2 hours remaining 30 minutes remaining 5 minutes remaining
When the time limit is reached, call time and instruct the examinees on how to return their test booklets.  Note: if you have many examinees left at the 4 hour marker, you may want to call them up individually to return their test booklet.
Mark the ending time of the test on the sign in sheet.  Note: if all examinees complete their test before the end of the 4 hour time period, write the actual end time of the last examinee to complete their test.  Complete the Proctor Report and the Exam Pack checklist to ensure all materials are
returned.

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