Security of Exams (In-Person)

- Ensure all exams are secured prior to the exam to protect its integrity
- Provide a quiet testing room free from disturbances
- Room doors must be closed once exam is in progress
- Phone calls are strictly prohibited for both proctor/instructor and students during exam times
- The room should have adequate space for each student and have sufficient space for writing during testing
- Prior to distribution of exams read the "Trainee Instruction Form"
- Instructor/Proctor must remain in room during the exam
- Instructor/Proctor must make certain that students do not inadvertently or advertently share their answers with other students
- Ensure that only one student leaves the exam room at a time, exam, scantron, and phone must remain on desk
- Check answer sheet to verify all information is filled in correctly on the exam sheet
    - o Confirm Name, photo and TIN match the Florida Driver's License or other Florida Identification Card Name and legible
    - o TIN is filled in and legible
    - o Exam code matches the exam given
- For REFRESHERS
    - o Students must have a physical copy of their active MOT Certificate
    - o Instructor/Proctor must verify expiration date, if student is expired they cannot sit for Refresher training

==By Signing this form, I verify that I will honor all the responsibilities listed on the form:==

Signature Instructor/Proctor: _____

Print Name Instructor/Proctor: _____

Date: _____

Security of Exams* (Virtual/Hybird) *FDOT Approval Needed

- Ensure exam testing links are provided right before testing to protect it's integrity (Virtual)
- Ensure authorized proctor has secured exams prior to testing (Hybrid)
- Ensure students are in a quiet room before testing
- Phone calls are strictly prohibited for both proctor/instructor and students during exam times
- All students must test on a underline computer or laptop, (NO phone, iPad or hand-held devices are permitted)
- Prior to distribution of exams read the "Trainee Instruction Form"
- Instructor/Proctor must remain on camera or in room during the exam
- Instructor/Proctor must make certain that students do not inadvertently or advertently share their answers with other students *(via chat or handheld devices, all must be turned off during testing-Virtual)*
- Ensure students are always on camera. If a student must walk away from camera, they must turn in the exam
- Ensure that only one student leaves the exam room at a time, exam, scantron, and phone must remain on desk (Hybrid)
- Check answer sheet to verify all information is filled in correctly on the exam sheet
    - o Confirm Name, photo and TIN match the Florida Driver's License or other Florida Identification Card Name and legible
    - o TIN is filled in and legible
    - o Exam code matches the exam given
- For REFRESHERS
    - o Students must show a physical copy of their active MOT Certificate
    - o Instructor/Proctor must verify expiration date, if student is expired they cannot sit for Refresher training

TRAINEE INSTRUCTION FORM

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Instructions (Instructor/Proctor must read instructions in conjunction with PPT scantron slide)	Rev.2 071821

- The exam is open book. You can use your course handout, notes and Standard Plan books
- All cell phones and other electronic devices must be turned off prior to exam time and must remain turned off for the entirety of the exam *(All trainings)* All Virtual students must test on a computer or laptop, no exceptions *(Virtual)*.
  - o If you are expecting an emergency call, notify the instructor/proctor prior to the beginning of the exam
- For exam security purposes, only one trainee may leave the testing room at one time. Please ask the Instructor/Proctor if unsure another trainee has stepped out. Exam booklet, Scantron, and phone must remain on desk *(In-Person and Hybrid)* Virtual students must always be on camera, stepping away during exam means turning in your exam.
- You will have 2 hours to complete the exam. If you are having difficulties with a question move ahead to the next one and return to it later. Make sure to skip the question on the scantron/online and return to it at the end.
- All answers must be marked on the scantron form provided. Any answer marked in the exam booklet will **not** count towards your grade. *(In person/Hybrid)*
- All answers must be entered on the virtual answer sheet. Any missing answers will be marked incorrect *(Virtual)*
- *Scantron*
  - o <u>Fully bubble in answers</u> in the scantron with a **#2 Pencil**
  - o Instructor: If Provider/Instructor/Course City and Training dates are not already filled out, guide students with information
  - o **FOR NAME:**
    - ▪ ==Write and Bubble in LastName,FirstName== (Each letter goes in a box and bubble, the comma goes in a box and buble, DO NOT skip boxes or bubbles)
    - ▪ If you would like to add an initial or suffix, write your full name on top not in the boxes
    - ▪ If your name is too long complete the boxes provided and write full name on top
    - ▪ If you have two last names with no hyphen do not skip a box ie. Castro (space) Rodriguez would be castrorodriguez (no space)
    - ▪ If you have two last names with a hyphen the hyphen goes in its own box and bubble ie. Castro-Rodriguez
  - o Your ==email address is mandatory (All Trainings)==
    - ▪ Note: To receive login instructions, to see your results and download your certificate an email address must be provided (Passing score of 70%)
  - o Write and Bubble in the Correct Exam#. Your answers will be processed with the master key of that Exam#
  - o The ==first 9 numbers== of you driver's license, State ID, or Passport is your TIN Number (Fill in the circle that corresponds to the number) Confirm you have entered the correct TIN# as it is your ID and your login. Once your grade is posted the results are linked to this number and cannot be changed ==(All trainings)==
  - o If you do not provide a TIN#, your exam will not be processed

- If you have any questions, please raise your hand and come to the front. No technical questions will be answered
- Upon completion of exam:
  - o Gather all of your exam materials and bring it to the instructor/proctor
  - o Have your Florida Driver License (FDL) or Florida ID card available when turning in your material/answer sheet for verification
  - o Once the proctor has collected all exam materials quietly gather your belongings and exit testing room
  - o Your exam will be graded by the MOT administrator. Exam results may take up to 2 weeks, not including weekends and holidays. An automated email with login instructions will be sent to the email address on the scantron. Make sure the email address is legible