



NEI-01

**INSTRUCTIONS FOR ADMINISTERING
THE
NATIONAL RADON SAFETY BOARD
RADON CERTIFICATION PROGRAM
EXAMINATIONS**

14 Hayes Street, Elmsford, NY 10523 • Toll Free: 866-329-3474 • Fax: (914) 345-1169

info@NRSB.org • www.NRSB.org

Copyright © National Radon Safety Board 2000-2018

Page 1 of 11



NEI-01

TEST ADMINISTRATION INSTRUCTIONS

The instructions herein are to be followed by any Proctor administering the following National Radon Safety Board (NRSB) examinations:

Radon Measurement Technician
Radon Measurement Specialist
Radon Mitigator

QUALIFICATIONS AND RESPONSIBILITIES

Chief Examiner

The Chief Examiner is the individual representing the entity that has requested to administer the NRSB certification examination. The Chief Examiner may also serve as the Proctor as described below.

The Chief Examiner must inform examinees at the time of registration for an examination, the time each examination will begin and end, and the materials to be brought to the exam.

Proctor

The Proctor is the individual who oversees the administration of the exam, ensures the security of the exams, and supervises the behavior of candidates during the examination.

The Proctor is responsible for the administration of the examination, and that it is conducted in strict compliance with the regulations outlined in these instructions. The Proctor must inform examinees of rules and guidelines to be followed during the exam.

Proctors may not be an instructor of the course for which the exam is administered, nor may a Proctor be an immediate supervisor or employer, or immediate relative, of an examinee.

Who May Proctor the Exam

1. A member of the teaching faculty or an educational administrator of any accredited University. The student must submit a page from the institution's directory or catalog that lists not only the proctor's name and title, but also the institution's name. Photocopies are acceptable.

14 Hayes Street, Elmsford, NY 10523 • Toll Free: 866-329-3474 • Fax: (914) 345-1169

info@NRSB.org • www.NRSB.org

Copyright © National Radon Safety Board 2000-2018

Page 2 of 11



NEI-01

2. A high school superintendent, supervising principal, principal, guidance counselor or an Intermediate Unit administrator.
3. An elementary or high school teacher provided you submit a letter on official letterhead from the teacher's principal or superintendent verifying the teacher's position. A photocopy of the teacher's certification is not sufficient. NOTE: Currently employed teachers may not request a fellow teacher to proctor their exams. Superintendents or principals from the same school district are acceptable.

READ THE FOLLOWING SECURITY AGREEMENT BEFORE OPENING THE NRSB CERTIFICATION PACKAGE

NRSB SECURITY AGREEMENT

The materials contained within the package and the sealed envelope(s) are confidential and are to be kept under the control of the Chief Examiner or Proctor who has read and agreed to the terms of the Security Agreement until all exam materials have been returned to the NRSB. Please review the Security Agreement prior to opening the envelope(s)

Should the Security Agreement Not be Acceptable:

- Do not open the enclosed package.
- Immediately contact the NRSB at 866-329-3474.

Should the Terms of the Security Agreement Be Acceptable:

- **Sign the agreement**
- Open the NRSB package(s)
- Do not open the sealed envelopes containing individual examination booklets contained within the package(s). The envelopes must remain sealed at all times. *The envelope is only to be opened by the examinee as instructed by the test proctor prior to taking the test. Prior to opening the envelope, the examinee will be instructed to inspect the envelope to verify that the envelope is secure and that it has not been tampered. At the end of the test, the exam proctor will observe while the examinee places the examination booklet, completed answer sheet, and the original envelope in the return envelope provided, seal the envelope, and sign their name on the seal of the envelope. The examinee will hand the envelope to the exam proctor. The exam proctor will sign across the seal of the envelope as testimony that the above procedure was followed. The examinee will gather all personal belongings, and leave the examination room.*
- **Inventory the examination materials without opening the individual examinations envelopes.**

14 Hayes Street, Elmsford, NY 10523 • Toll Free: 866-329-3474 • Fax: (914) 345-1169

info@NRSB.org • www.NRSB.org

Copyright © National Radon Safety Board 2000-2018

- Place the completed Security Agreement in the NRSB package for return to the NRSB with the sealed unused and completed examinations.
- Prepare the examination in accordance with the established procedures within these instructions.

Chain of Custody Form

Adhered to the NRSB package is a tracking form that indicates the number of examination envelopes and associated forms sent within the examination packet. Each person who handles the package must verify inventory and that the examination security has not been breached by initialing the Exam Chain of Custody Form prior to passing it on to the next authorized examination custodian.

Please note that the Chief Examiner and the Proctor, even if the same person, must sign the Chain of Custody Form.

The tracking form provides the chain of custody for exam materials throughout the entire administration process. The chain of custody form requires an inventory of the materials inside the package to be verified by each individual who accepts the materials during the administration of the exam. Items to be verified.

- The quantity of sealed examination envelopes containing exam books and answer sheets equals the number indicated on the Chain of Custody Form.
- The sealed examination envelopes have not been tampered with and seals are secure.
- A pre-paid return shipping label and envelope
- Exam Chain of Custody Form
- Security Agreement

Please verify the completeness of the materials. Record the quantities and print your name on the Chain of Custody Form, initial the appropriate box, and indicate the date you inventoried the materials.

IF YOU ARE MISSING ANY MATERIALS, PLEASE CONTACT THE NRSB AT 866-329-3474.

NO ONE IS ALLOWED TO DUPLICATE OR RETAIN ANY PORTION OF THE EXAMINATIONS. UNDER NO CIRCUMSTANCES, MAY AN AGENCY OR ITS REPRESENTATIVES PHOTOCOPY OR REPRODUCE TEST MATERIALS IN ANY WAY, IF YOU HAVE ANY QUESTIONS, CALL THE NRSB AT 866-329-3474.

Advanced Preparation

1. Examinees should be told in advance when to arrive for registration, when the exam will begin (after which no examinees will be admitted), and when the examination will conclude. Examinees should be told the exam is a **closed-book exam** and that they should bring the following materials (unless the Proctor plans to supply):

- Two #2 pencils
- Pencil eraser
- Hand-held pencil sharpener
- Simple (non-programmable) calculator
- **Photo Identification (i.e. driver’s license, passport, etc.) and a copy of the photo Identification to be submitted with the exam envelope and sealed**

2. Examinees should be informed of time schedules including examination registration, distribution of examination materials and explanation of instructions, prior to the administration of the exam. Time limits are set for examination as follows:

Exam Type	Maximum Time Allotted	Number of Questions
Measurement Technician Exam	1 ½ hours	75
Measurement Specialist Exam	2 hours	100
Mitigation Exam	2 ½ hours	125

3. Examinees who require special arrangements (to include, but not limited to, those examinees with disabilities) should be accommodated, however prior approval for extra time must be obtained in writing by the NRSB before the test is administered.

4. The examination room(s) should have good lighting, ventilation, comfortable room temperature, a low noise level, adequate writing surfaces, and sufficient chairs to allow for seating of examinees in alternate seats. A clock should be clearly visible or the time remaining should be posted at 30-minute intervals. The room should be accessible to lavatory facilities and to drinking water. (The Proctor should make lighting and ventilation adjustments, as requested by the examinees, whenever possible.)

5. **The exam-giver must prepare a typed or printed examinee roster to include examinee names, addresses, telephone numbers and email addresses. The roster is to be used as the examination sign-in sheet and to allow examinees to verify all contact information. The Proctor should retain one copy of the roster. The original roster must accompany the exam materials when returned to the NRSB.**

6. One Proctor should be responsible for no more than 20 examinees.

Classroom Security

1. Any irregular conditions must be entered on the Exam Chain of Custody Form.
2. One candidate at a time may leave the room. If more than one candidate wishes to leave, the Proctor should excuse them in the order of requests. The Proctor shall collect and hold the test book and answer sheet of anyone who leaves the room and return the materials when the examinee returns to resume testing. Examinees requesting to leave the testing area may not use the telephone or any other communication device.
3. The Proctor can only answer examinee questions pertaining to a procedure. A Proctor may not answer any questions pertaining to the content of a particular question.
4. Examinees who finish the examination early may be permitted to leave one at a time. Be sure the examinee has entered all the necessary information on the answer sheet before he or she is permitted to leave. Remind examinees who leave early to be considerate of those still working.
5. In the event of an emergency during the administration of the examination, the first concern must be for the safety of the examinees and exam personnel. The security of the examination materials should be the next concern. Take appropriate steps, consistent with these priorities.
6. In the event of disruptions, i.e. the lights go out, examinees should be instructed to remain in their seats and not talk. Examinees should be permitted to continue with the test if they can. Once the situation has been corrected, if appropriate, time should be added to the test period to compensate for the disruption.
7. If the disruption requires that the test be suspended, the test materials must be collected and secured until the test can be resumed.
8. If a Proctor notices that an examinee is cheating, the examinee should be asked to stop cheating, i.e. looking at another candidate's exam materials. The incident must be documented in the space providing on the Exam Chain of Custody Form. When documenting an incident, please include as much detail as possible, names of examinee(s) involved, examination booklet identification numbers, etc.
9. An examinee may leave as soon as he or she is finished, and all of his or her materials are collected. Examinees should be notified five minutes prior to the end of the allotted time.

ADMINISTERING THE NRSB EXAM

Examination Procedure

1. Admit the examinees to the room by checking a photo I.D. (driver's license, passport, etc.) Each examinee should review the information on the roster for accuracy and sign. The signature on the roster must then be checked against that on the person's identification.
2. Verify that the examinees have a simple (non-programmable) calculator, #2 pencils and erasers, and a small hand held pencil sharpener prior to entering the exam room.
3. Instruct the examinees to sit in alternate seats of alternate rows or, if this is not possible, in alternate seats of every row.
4. Once all the students have entered the examination room, inform the examinees of the following:
 - a. The place in which you are seated is your permanent location during the examination. During the exam, Proctor(s) will only be able to answer procedural questions.
 - b. The examination is a closed book exam. It contains ___ questions and you will have ____ hours to complete the exam.
 - c. Only one person at a time may be excused from the room. If the examinee must leave the room, you must raise their hand and be excused by the test proctor. All examination materials must be surrendered to the proctor before an examinee may leave the room for any reason.
 - d. (Explain the location of restrooms and drinking water.)
 - e. Are there any questions before handing out the examination envelopes?

Distribute Sealed Envelopes Containing Examination Booklets and Answer Sheets

1. DO NOT open the sealed envelopes containing individual examination booklets and answer sheets until instructed.
 - a. Without breaking the seal, examine your test envelope and verify that there is no indication that the test envelope has been tampered or that security has not been breached. Write your name and today's date on the front cover of the envelope.
 - b. Now you may break the seal of the envelope. Take the examination booklet, answer sheet, and the return envelope out of the test envelope. Fold the test envelope and place it on your desk. You will place the test envelope in the return envelope along with the examination booklet, answer sheet and copy of your Photo Identification when you have completed the examination. Write your name on the examination booklet. (The examination booklet is to remain closed while answer sheet information is recorded.)

Instruct Examinees on Completion of Answer Sheet

1. Explain the following about the answer sheet:

ALL CIRCLES MUST BE COMPLETELY FILLED IN. DO NOT ENTER A CHECK MARK OR AN "X". IF YOU MAKE A MISTAKE, BE SURE TO COMPLETELY ERASE YOUR ERROR BEFORE COMPLETING AN ALTERNATE CIRCLE.

- a. Locate the number stamped on the front of your test booklet envelope, referred to as the "Exam Serial Number". Write this number in the section of the answer sheet entitled "I.D. Number". Fill in the corresponding circles below each number.
- b. In the section entitled "Phone Number", write your telephone number and fill in the corresponding circles below each number.
- c. Move to the section for recording your name. In the spaces available, write the letters of your last name, follow with a space, and then enter your first name followed by a space, followed by your middle initial. Do not be concerned if insufficient columns exist for your name and middle initial. Completely fill in the circle in each column that corresponds to the letter entered above.
- d. In the section entitled "Code" fill in the spaces for the type of exam being administered. Completely fill in the circle in each column that corresponds to the



Certified Radon Professionals

NEI-01

letter entered above. (The exam code will be MT, MS, RS printed on the chain of custody form, use only the last two letters).

Answering Examination Questions

- a. The answers to the exam questions are to be entered on the answer sheet by filling in the circle corresponding to the answer you have selected.
- b. The questions are multiple-choice questions with four choices identified as A, B, C, or D. There is one and only one best answer for each question. Carefully read each question and each of the choices before selecting an answer. Record your answer in the circles provided in the numbered rows on the answer sheet. Be certain to mark your answer on the correct column for that question. Misplaced answers are counted as wrong answers. You will not be given credit for any question for which you indicate more than one answer.
- c. It is to your advantage to answer every question, since the number of correct responses will determine the final score.
- d. Completely erase marks you wish to change. Fill in the circles firmly and completely.
- e. Do not make any stray marks or smudges on the answer sheet. Do not bend or fold any part of the answer sheet.
- f. Now, check through your booklet. Verify that there is the correct number of questions. Check that there are no defective pages. If you have received a defective booklet, please raise your hand and the booklet will be replaced.
- g. You may write in the examination booklet; however, you will not receive any credit for any work in your test booklet. You may write on the examination booklet in order to perform calculations and at the conclusion of the test the examination answer sheets and booklets must be turned in to the Proctor.
- h. **When you have completed the exam, remain in your seat and raise your hand. The Proctor will observe while you place your examination booklet, answer sheet, and the original envelope in the return envelope provided. The test examiner will observe as you seal the envelope and sign your name across the envelope. The test**

14 Hayes Street, Elmsford, NY 10523 • Toll Free: 866-329-3474 • Fax: (914) 345-1169

info@NRSB.org • www.NRSB.org

Copyright © National Radon Safety Board 2000-2018

examiner will sign next to your name as testimony that you followed the correct procedures. The examiner will then collect your sealed examination envelope and record your booklet number on the sign-in roster. You will be provided with a record of your test booklet examination identification number.

- i. Test results will be mailed to you. Any inquiries must reference your specific identification number. Results will not be provided by the Proctor or by your training provider. Results will only be issued from the NRSB. You should receive your results in the form of a letter in two (2) to three (3) weeks.
- j. Ask if there are any questions and tell the group to begin, noting the time. The Proctor should announce the time every thirty minutes. Announce to the group when only five minutes remain.

Before releasing an examinee the Proctor must:

- Verify exam identification number on the answer sheet and that all identification information has been completed.
- Provide examinee with a record of their test booklet identification number
- Record test booklet identification number on the roster
- **Observe as the examinee: 1) Places the exam booklet, answer sheet, and original envelope in the return envelope, 2) Seals the envelope, and 3) Signs across the seal.**
- **Sign across the seal of the examinee's exam envelope as witness to the above procedure.**
- **Place the completed examination envelopes containing exam booklets and answer sheets in a secure area.**

PREPARE EXAM MATERIALS FOR RETURN TO NRSB

Sort Exam Materials

- Verify that all sealed envelopes containing exam booklets and answer sheets (used and unused) are collected and sorted in numerical order by exam ID number on the envelope.
- Enter the number of sealed envelopes containing examination booklets and answer sheets and on the Exam Chain of Custody Form.
- Complete the Exam Chain of Custody Form.
- Complete and sign the NRSB Examination Conditions Report



NEI-01

Place the following materials in the NRSB envelope(s).

- All sealed examination booklets containing exams and answer sheets (used and unused)
- Roster (retain a copy for your records)
- Exam Chain of Custody Form
- Signed NRSB Exam Conditions Report
- Proctor Security Agreement

RETURN EXAM MATERIALS TO NRSB

Return the examination materials in the NRSB provided envelope(s). A return-shipping label is included. Be sure to complete all necessary information on the tracking form.

Thank you for your cooperation and administration of the NRSB examinations. If you have any questions, please feel free to contact us at 866-329-3474.