

**TEST ADMINISTRATION MANUAL
FOR SUPPLY CHAIN COUNCIL
CERTIFICATION EXAMINATIONS**

Introduction

This manual has been prepared to assist in the administration of the Supply Chain Council SCOR Scholar Certification Examination. It is essential that the manual be read in its entirety prior to the examination in order to become familiar with all of the procedures outlined for the administration of the examination. It is important that each proctor at each location administer the examination in the same way to provide for the reliability of the process.

The examination is two-hours in length and is closed book.

Contacts

If you have any questions, please feel to contact Caspar Hunsche 202-540-8002
Candidate eligibility or examination administration Caspar Hunsche 202-540-8002
Shipping, exam materials and inventory: Jacqueline Keus 202-540-8030

Exam Day Schedule

Thirty minutes prior to candidate admittance: Examination Team arrives to prepare for the examination. Activities that should be completed at this time include the preparation of the site and exam materials. Please ensure that the candidates can easily locate the examination room.

Fifteen minutes or until completed for candidate registration. Admit candidates to the examination room, checking photo with signature identification. Candidates should sign the attendance roster and a comparison should be made with the signature identification. Assist the candidates in locating their assigned seats. Candidates should have an assigned seat in order that there is a record of who was sitting where in the event of an irregularity or incident. You may continue to admit candidates during the reading of the announcements. **DO NOT ADMIT** any candidates after the exam booklet seals have been broken.

After the fifteen minutes has elapsed or the completion of the registration. Distribute the examination materials. Reach instructions to candidates. Announce the beginning of the examination.

Exactly 1 ½ hours after starting time, announce that 30 minutes remain.

Exactly 1 hour and 55 minutes after the starting time, announce that 5 minutes remain.

Exactly 2 hours after the starting time, announce pencils down and collect all examination materials. Conduct a thorough inventory/reconciliation. Once you have accounted for all exam materials, you may dismiss the remaining candidates.

Proctor Responsibilities

- Receipt, inventory and security of all test materials. Materials must be stored in a securely locked area. During the inventory, count each examination documents to ensure that you have received all of the testing materials. If something is missing, contact Caspar Hunsche 202-540-8002
- Thoroughly understand the instructions and security necessary for conducting the test administration.
- Set up of the examination facility which includes: posting directions to the testing room, planning the seating arrangements, checking the comfort level (heat, light, ventilation and freedom from distractions), becoming familiar with the location of the restrooms and drinking fountains, assuring the availability of pencil sharpeners, extra pencils and calculators (if applicable).
- Promote a positive and courteous atmosphere in the testing room.
- Verify candidate identification.
- Read the instructions to the candidates.
- During the examination, make an exact count of all candidates and the unused examination booklets. The total number should equal the number of examination booklets provided. If the count is off, you must take security actions.
- Walk quietly about the room during the testing period to monitor the candidates and guard against cheating, to replace defective materials and to make sure that the candidate is marking answers properly on the answer sheet.
- Verify that candidates are not using any scrap paper as they make notations within the examination booklet.
- Verify that candidates are not using any prohibited materials.
- Return of all the examination materials.

General Information

1. Exam Security
 - A. All proctors must ensure that exam materials are NEVER left unattended.
 - B. Books must not be left out on a proctor table.
2. Distribution and Collection of Exam Materials
 - A. Distribute exam booklets individual to each candidate, exam booklets must not be passed down the row.
 - B. If a seat is empty while distributing the exam booklets. Never leave an exam booklet at an empty seat.
3. Monitoring Candidates During the Examination
 - A. You may not read, talk, etc. while you are responsible for the candidates.
 - B. Walk quietly around the room, watching candidates from different angles.
 - C. Candidates should have nothing on their table except for the exam booklet, the answer sheet, the calculator and the pencil.
 - D. Check for cheating and prohibited materials.
4. A Thorough Accounting of All Exam Materials Throughout the Examination
 - A. During the examination, make an exact count of all candidates and the unused examination booklets. The total number should equal the number of examination booklets provided. If the count is off, you must take security actions.

Verifying a Candidate's Identify

Candidates have been instructed that their photo identification must be government issued such as a driver's license or passport. There are three steps used to verify a candidate's identify.

1. Compare the candidate's photo identification with their face.
2. Compare the signature on the attendance roster with the signature on the photo identification. If the candidate does not have a signature on the photo identification, they were instructed to bring a second piece of identification with a signature.
3. Look at the birth date if available on the photo identification and compare with the candidate.

How to Check Identification

1. If the document is in a wallet or card case, ask the candidate to remove it.
2. Look at the identification for imperfections. If the license has multiple layers or is laminated in glossy plastic, there may be a problem.
3. Run your thumb over the front and back.
4. Compare the photo of the candidate. Look closely as hair color and styles, facial hair and weight can change.
5. Check the name of the issuing agency. Does the issuing agency listed on the front match the back.
6. Look for a disclaimer. For example, "this is a souvenir, not to be used for identification."

Cheating Awareness

Cheating clues may include a candidate

- Appears to be looking on another candidate's answer sheet.
- Stands over an open exam booklet.
- Holds their exam booklet upright.
- Runs an arm or arms over the exam booklet pages (they may be photocopying the pages)
- Appears to be talking to themselves (may have a hidden microphone)
- Makes frequent trips to the restroom
- Completes the exam in an unusually short period of time
- Seems overly concerned with the location of the proctor.
- Writes on something other than the answer sheet or exam booklet.

Prohibited Items

This is not an all inconclusive list but an example: no pencils, pens, highlighters, cellular telephones, PDAs, reference materials, their own paper, other electronic devices, calculators. Food and drinks are not permitted for security reasons.

Substituting Books

If a test book is defective, collect the defective book and hand the candidate a new book. Make a note of the replacement.

Standardized Testing Conditions

Whenever standardized examinations are given, it is important that the testing conditions be as uniform as possible. Do not deviate from the procedures and the instructions outlined in this manual.

Seating Candidates

Do not permit the candidates to choose their own seats. Have each seat numbered (you can use 3x5 cards taped to the seat/desk) and assign a candidate a number upon check-in. The candidate should then go to the seat number as assigned. This information is necessary in the event of an Irregularity Incident such as cheating, etc.

Seat changes may be made if there is an environmental or other distraction or you suspect a candidate is cheating. Make a note of the new seat number on the Attendance Roster.

Reconciliation

As candidates return the materials, ensure that they have

1. returned an exam booklet and an answer sheet
 2. returned the calculator and pencils
 3. returned a Candidate Question Comment Form, blank or completed
 4. check completed the answer sheet for name and ID, if applicable
 5. check to verify that the candidate signed the Confidentiality Statement
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1. Do not put the answer sheets in the exam booklet.
 2. Check off the candidate on the attendance roster, note time, if applicable
 3. Manually count the number of answer sheets and exam booklets and compare it to the number of candidates who have exited the exam and those that may remain.

Return of Testing Materials

Examination books, answer sheets, attendance roster and candidate comment forms should be returned via a traceable, secure courier such as UPS or Federal Express. Materials should be returned to:

Professional Credential Services

Attention: Keith Grigsby
150 Fourth Avenue North, Suite 800
Nashville, TN 37219

877 887 9727 extension 4281.

Test Instructions to Candidates

Read aloud all bold instructions. Pause at the appropriate places to allow candidates time to follow instructions. Do not answer any questions about the content of the examination.

Welcome to the SCOR Scholar Certification Examination. Your photo ID must be in a visible place on top of the table at all times. If your photo ID is in a wallet, take it out and place the photo ID on the table.

If you leave your seat, you must take the photo ID with you. However, you will not be permitted to leave your seat during the first 15 minutes of the examination. This is a two-hour, closed book, 60 multiple-choice examination. You may leave once you have completed the examination but no sooner than 1.5 hours into the testing time.

During the first 1.5 hours if you need to use the restroom, turn your work over, raise your hand and a proctor will come and collect your materials and hand you a Restroom Pass until you return. Only one person may leave the room at a time. When you return, the proctor will verify the material that is being returned to you. In the last 30 minutes of testing time, no one will be permitted to leave for the restroom as during that time candidates will be completing the test and will be permitted to exit the room permanently.

The use of tobacco products is not permitted. If you have a hat on, you must remove it. At this time, I would like to remind you that all cell phones, PDAs, beepers and other electronic devices are strictly prohibited in the examination room. If you have any of these devices, please turn them off and put them away. If you have an alarm watch, make sure the alarm is turned off.

This is a closed book examination. Pencils and a calculator have been provided to you. You may make any notations within the examination book. However, only your answer sheet will be scored. All questions are written using a multiple-choice format. You will not receive credit for answers not marked on your answer sheet or for questions that have more than one response. If necessary, please erase carefully. There is no penalty for guessing so if you are unsure of the correct response, it is to your advantage to guess. From the options given, you should select the one BEST or MOST APPROPRIATE answer for that particular question.

Please take a moment to read the front and back covers of the examination book. Print your name on the front of the examination book and your candidate ID number if applicable. Sign your name after the confidentiality statement as I read it

Candidates are strictly forbidden to take this booklet or any part thereof, or any other written material from the examination room. This test booklet is the property of the SCC and is being provided to you for your use only during this examination session and it is your responsibility to return this numbered test booklet to the Examiner after the completion of the examination. This material is confidential and should not be discussed with others.

The contents of this test book are copyrighted under the rules of the United States. Copying, reproducing, reconstruction or any action taken to reveal the contents of this examination in whole or in part violates the copyright and is, therefore, unlawful. Removal of examination related materials from the examination room by unauthorized persons is prohibited and will lead to automatic disqualification.

I attest that I have read and understand the foregoing statement.

On your answer sheet, turn to Side One which has the name grid. Print your name, one letter in each block and then bubble the letter below each block. Skip a space and use the blank bubble where the space is blank. Then bubble the month, day and year of your birth. Then, if applicable, write and bubble in the numbers of your candidate identification number.

On side one, review the marking instructions and note the pattern of the answer sheet. Questions 1 through 60 are all at the top.

If you wish to make a comment on a particular test question, raise your hand and request a Question Comment Form. You should complete your test prior to requesting a comment form.

Exactly 1 ½ hours after starting time, announce that 30 minutes remain.

Exactly 1 hour and 55 minutes after the starting time, announce that 5 minutes remain.

Exactly 2 hours after the starting time, announce pencils down and collect all examination materials. Conduct a thorough inventory/reconciliation. Once you have accounted for all exam materials, you may dismiss the remaining candidates.

Any candidate questions concerning the release of score results, the handling of the test administration should be directed to Patsy Steele, Manager of Test Development at PCS. A candidate can also be instructed to review the Candidate Information Handbook or Bulletin.