

TRAINING AND DEVELOPMENT GROUP (TDG)
Technical Qualification Program
FR Guidelines for Supervisor Meeting to Validate Exam Score

JOB AID

1. TDG/proctor grades generic exam and initials exam. TDG prepares Test Report Form for supervisor and for filing in official training files.
2. TDG/proctor reviews exam with supervisor and has supervisor initial exam. Gives Test Report Form to supervisor.
3. TDG/proctor reminds supervisor about 100% effective standard.
4. TDG/proctor/supervisor discuss any remediation required.
5. Supervisor reviews exam with candidate. If candidate fails exam, supervisor prepares plan for remediation and schedules to retake exam.

If candidate passes exam, supervisor signs off on qualification card/technical qualification record, etc.

6. After meeting with the FR and conveying the exam results, the supervisor phones TDG to have the graded exam and answer sheet hand carried to TDG for filing in exam files.
7. TDG gives the supervisor a copy of the Test Report Form and files the original Test Report Form in the official training files. TDG files the graded exam in the exam file.