

4/16/02

TDG Job Aid

Supervisor Checklist for Site-specific FR Exam

1. Choose proctor for site-specific exam
2. Proctor handles logistics for exam (room arrangements, scheduling, etc.)
3. Proctor administers exam.
4. Supervisor signs exam control form upon receipt of exam from proctor.
5. Supervisor reviews exam results and ensures proctor made no errors.
6. Supervisor reviews results with Facility Representative (FR)
7. Supervisor remediates FR as needed.
8. Supervisor records test results on Qual Card.
9. Supervisor prepares test report form, keeps copy for files, and has original hand carried to TDG for filing in FR's official training folder.