

Geosynthetic Institute
475 Kedron Avenue
Folsom, PA 19033-1208 USA
TEL (610) 522-8440



**Geosynthetic Certification Institute-Inspectors Certification Program
(GCI-ICP)
for MSE Walls, Berms and Slopes**

PROCTOR MANUAL

This Geosynthetic Certification Institute proctor's manual has been developed to ensure that the certification tests are administered uniformly. Please follow all the guidelines as written in this manual.

We are continually working to enhance this certification program. If you have suggestions for improving this process, please contact Dr. George R. Koerner, Program Director at <gsigeokoerner@gmail.com> or Ms. Jamie Koerner, Office Manager at <jamie@geosynthetic-institute.org>.

The GCI-ICP Certification Program for MSE Walls, Berms and Slopes Certification was developed by the Geosynthetic Institute working with a Steering Committee of GSI members. We sincerely appreciate their efforts in this regard:

1.0 Proctor Responsibilities

Who can be a Proctor?

Representatives of educational organizations, institutes, centers, and organizations offering CQA training are eligible to register as GCI-ICP Proctors. It is not necessary to have a geosynthetics or construction industry background to be a Proctor; the Proctor's role is to oversee the testing and ensure it is done in a fair and consistent manner and according to these rules. **Proctors may not be employed by or have a financial interest in the company whose employees are seeking certification.**

To apply, complete the GCI-ICP "Proctor Application and Agreement" form and return it with a resume to GSI at 475 Kedron Avenue, Folsom, PA 19033. We will notify the Proctor of acceptance within 15 days upon receipt of the application.

Third party independent training providers may conduct training sessions in which the test is given as a portion of the program. However, a proposal that outlines the program, location and other details relative to conducting the testing must first be submitted to GCI-ICP for approval. In addition, the test must be given under the rules outlined in this manual.

Agreement Rules

Registered proctors must sign the "Proctor Application and Agreement" form. Proctors are expected to follow the rules of the agreement, as well as the responsibilities and procedures outlined in this manual. Proctor responsibilities cannot be transferred. If more than one Proctor will be present during testing, both must be approved by GCI-ICP before testing begins.

Test Security

It is imperative that the Proctor safeguards the security of all test materials from the time the Proctor receives them until they are returned for grading at GSI. Test material is strictly confidential and may not be reviewed until the testing session. Copying, transcribing, or removing the test materials is prohibited. Any breach in security must be reported to GSI immediately.

Observe additional Proctor requirements

There is a maximum of 20 candidates per proctor per test period. If more than one Proctor is in the room, it is the responsibility of each Proctor to ensure that the other Proctors are approved by GCI-ICP. Failure to have an adequate number of Proctors will null and void the test.

Make sure there is no cheating

The Proctor(s) should walk around the room frequently to guard against cheating, copying questions or answers, removing test booklet pages, or any other actions threatening test security or the testing environment. *This is a "open-book" and "open-notes" examination.* Books, manuals, calculators, computers or reports are allowed throughout the test. Cell phones must be turned off and can not be used during the examination. Note any discrepancies in the Proctor Report supplied by GCI-ICP contained with each test package.

Proctors cannot take the test

Proctors cannot administer the test to themselves. Proctors may take the test under the guidance of another approved Proctor.

Complete all reports

Complete and return a Proctor Report and a candidate test log for each testing session. The Proctor Report contains test booklet accounting, discrepancy statement, monitor registration, and proctor certification statement.

Read instructions

Read the instructions to the Candidates aloud at the beginning of each testing session. Tell the test candidates to:

- (a) fill-out, sign, and date the front page of the test (question and answer) booklet
- (b) circle the correct answer for each question directly on the question and answer sheets
- (c) do not circle more than one answer for each question
- (d) return the test booklet in its entirety to the Proctor administering the test

Collecting Test Materials

When a test candidate has completed the test, the Proctor should check that:

- the front page (requiring name, address, and test booklet number) are fully completed.
- answers are circled in the test booklet.

Test site inspection

Test sites are subject to unannounced inspection by GCI-ICP representatives. Any inspections should be noted in the Proctor Report.

Compliance with regulations

Failure to comply with regulations listed in this manual and the Registered Proctor's agreement will result in the termination of Proctor privileges.

Compensation for Proctors

Proctors may charge a fee for administering this test. The fee is determined between the company/individual requesting this service and the Proctor. Neither GSI nor GCI-ICP have any part or role in determining the fees charged. The Proctor is responsible for collecting their testing fees and report amount of compensation to GCI-ICP for information purposes only.

2.0 Guidelines for the Written Test

Dear Proctor:

The following guidelines should provide every candidate an equal opportunity to complete the test successfully. It is the responsibility of the Proctor to provide an environment conducive to testing. If you have any questions regarding these guidelines, contact GCI-ICP.

Photo ID required

Test candidates must present a government-issued photo ID prior to entering the testing room. They must also supply the Proctor with a photocopy of the ID when turning in the test. Proctors are responsible for ensuring candidate identification.

Room set up

The room set up is important to successful testing. Be sure an adequate amount of space is provided to prevent copying; GCI-ICP requires a minimum of one seat between each candidate. The space and physical facilities must allow the Proctor(s) continuous surveillance of the room. Additionally, the row-by-row alignment of the candidates taking the test must have them aligned directly in front and directly behind one another, i.e., they cannot be staggered from row-to-row. It is also advised that candidates should have a wall clock in sight but Proctors should announce remaining test time at regular intervals.

Time Allocation

A *maximum of four hours* is allotted to complete the Geosynthetic Designer Certification written exam.

No visitors

No visitors are permitted in the testing room.

Test Candidates may leave the room one time

Once test booklets are issued, candidates can leave the testing room one time but without any of the test materials. The candidate must be back in his/her seat within 15-minutes.

Quiet and comfortable test area

A quiet and comfortable testing area enables candidates to do their best work without delays or distractions. Note any disturbances that may affect candidate performance in the Proctor report.

Replace defective test booklets

If a candidate has a defective test booklet, replace it. Note the booklet number of both the defective book and the replacement book in the Proctor Report.

Questionable behavior

If a candidate behaves in a questionable manner, talk to the individual privately; warn the individual this is the first and final warning. If the behavior continues, quietly ask the individual to leave the test room and collect the test booklet. Note the nature of the problem on the Proctor report.

Proctor Report

Note any incident(s) that may have affected a candidate's performance in the Proctor's report.

Writing Implements

Bring an extra supply of pencils in case the test candidates do not bring them.

Collect all materials after the test

Once a candidate(s) has completed the test, or when the time allotted for the test has elapsed, collect the test booklets and answer sheets. Be sure that candidates do not leave with any testing materials. Account for all test materials before candidates leave the room and again before shipping the materials back to GCI-ICP.

Test Acknowledgment

Test candidates will receive notification regarding pass or failure from GCI-ICP. Candidates who successfully meet testing requirements will receive a letter of congratulations and a certificate within six to eight weeks from the test date. Candidates who fail an exam need to wait 6 months before re-taking the exam.

3.0 Procedure for Handling Test Booklets

Ordering Testing Materials

Order your testing materials from GSI; you may order additional tests beyond those actually registered for last minute registrations. They will be numbered for identification purposes. All materials (used and unused) must be returned to GSI. There are no exceptions in this regard.

Keep the materials locked in a secure place until test time. Proctors are responsible for all testing materials in their possession.

Returning Test Materials

Make sure there is a complete test for each candidate. Record the number of completed tests in the Proctor Report.

Count the used test booklets. Make sure the number agrees with the number of tested candidates. You must return both used and unused test booklets. Note the quantities in the Proctor Report.

Carefully place the completed tests in an envelope. Then put this envelope along with any unused test booklets in another secure shipping container and label it to GSI.

All test materials must be shipped to GSI on the first business day following the test. There are no exceptions to this rule. All test materials should be stored in a locked location until shipping.

To avoid lost or delayed return shipments, it is important to use a delivery service with a package tracking system. United Parcel Service, Federal Express, and Airborne Express are all able to track packages in the event of a late delivery.

Please pack the test materials carefully. Tests returned in poor condition may be unable to be graded.

Defective Test Materials

If a test booklet is found to be defective (e.g., missing pages) after a participant has started the test, be sure to replace it with another test of the same version. Note this change in the Proctors Report.

Discrepancies

If GCI-ICP finds discrepancies in the test material inventory or accounting, we will notify the Proctor to resolve the discrepancy. We will not process the test batch until all discrepancies are resolved. Unresolved discrepancies may result in all of the tests being declared invalid.

Mailing Address

Mail testing materials to:
Geosynthetic Institute
c/o GCI-ICP
475 Kedron Avenue
Folsom, PA 19033-1208

4.0 Instructions to Candidates

Proctor: It is important for you to proceed through these instruction announcements at a pace that allows the slowest candidate to keep up. Have candidates complete the information items before starting the test.

One of the main reasons why candidates have failed the tests is because of their failure to follow the directions. Therefore, please ask the Test Candidates to listen carefully to the following directions.

Written Test Instructions

	Proctor's Instructions	Read along to the Test Candidates
1.	Seating	Seat yourselves so that there is a minimum of one seat (or a wall) between each person. Also, align yourself directly behind the person in the row in front of you, and directly in front of the person behind you.
2.	Distribute the sealed test booklets	These books are to remain unopened until you are instructed to remove them.
3.	The cover page is the Test Registration	Fill out the test cover page. Please print your name legibly and as you want it to appear on the Certification Certificate. Be sure that the test booklet number you have been given agrees with the sign-in sheet.
4.	Collect the photocopy of the candidate's ID card	Candidates must turn in a copy of their picture identification card.
5.	Time allowed	You will be given four hours to take the test; there are 45 questions to be answered (3 in each of 15 sections) and you must answer 70% of the questions correctly in order to pass. Please note that there is only one correct answer for each question.
6.	Test Directions	The test is a multiple-choice test. Circle the correct answer (and only one answer) for each question. Do not select multiple answers for the same question. There is to be no talking during the test. If you have a question or problem, contact the Proctor. If you talk during the test, the test will be taken away and you will fail the test. The time remaining to take the test will be occasionally announced. Once you complete the test, be sure your name is on the cover and turn the test into the proctor. You may then leave the room.
7.	Cells Phones	Turn off all cell phones; no exceptions
8.	Questions?	Are there any questions?
9.	Open the test booklet	You may open the test booklet. Make sure that your name, date and company name is on the front cover of the test.
10.	Begin the test	You may now begin the test. Good luck.



Proctor Report

**The Geosynthetic Institute's
Geosynthetic Certification Institute-Inspectors Certification Program**
475 Kedron Avenue
Folsom, PA 19033-1208
Phone: (610) 522-8440

Instructions

1. Upon receipt of your order, verify that the quantity of booklets received is correctly indicated on this form.
2. The tracking number is assigned specifically to this lot of testing materials. Be sure to include this number with any correspondence or return of these booklets. Do not mix test booklets from different orders.
3. This form must accompany all test booklet returns. If a booklet lot is broken and returned separately, a copy of this original form must accompany each return.
4. Note any discrepancies with this order in the Discrepancy Statement section.
5. Complete all sections of this report and sign the Certification Statement. Incomplete forms will be returned to the Proctor, resulting in a delay of test processing.

Description of Sections

Order Data: Tracking number listed and quantity of materials assigned to the test lot. Check this data against what is received and report any discrepancies to GCI-ICP.

Test Site Data: Information about the Proctor responsible for conducting the test session.

Merchandise Returned: Indicate the quantities of test booklets used and unused.

Proctor Registration: List all other Proctors who assisted in conducting the test session.

Discrepancy Statement: Note any irregularities that occur during any part of the testing process.

Certification Statement: Read and sign this statement before returning any testing material.

Order Data

Test Booklet Serial Number	Quantity
Geosynthetic Materials _____ to _____ = _____	
Compacted Clay Liners _____ to _____ = _____	
Total Quantity of booklets shipped	Date shipped
Proctor Reports = _____	
Test Registration Log = _____	

Proctor and Test Site Data

Proctor Name	Location of Exams
Proctor Company	Date
Address	Site
City State/Province	Address
Zip/Postal Code Country	City State/Province
Phone	Zip/Postal Code Country
E-mail:	Phone

Merchandise Returned

Item	Quantity Used	Quantity Not Used	Total Returned
Test Booklets - Geosynthetic Materials			
Test Booklets - Compacted Clay Liners			
<i>For GCI-ICP use only:</i>			
Date received	Received by	Quantity returned	Credits

Proctor Registration

List all other Proctors who assisted in conducting the test session. All Proctors must have GCI-ICP approval before assisting with the test session.

Name	Address	Phone	E-mail
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Name	Address	Phone	E-mail
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Name	Address	Phone	E-mail
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Discrepancy Statement

Note all discrepancies that occurred before, during, or after the test session. Also, note any discrepancies that may have occurred with this test order. List any activity or circumstances that were not part of the normal course of the entire test session, or violated the testing procedures as described in the Proctor Manual.

Item Number	Description of Discrepancy and Action(s) Taken
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Certification Statement

I certify that due diligence was exercised to maintain the integrity of the GCI-ICP Certification Test. While acting as the test Proctor, I specially attest that:

1. All procedures and regulations presented in the Proctor Manual were followed in the administration of the certification test.
2. No test candidate was allowed to see any portion of the test prior to the test period.
3. Test Booklets were kept unopened and locked in a secure location prior to testing.
4. All test materials are to be returned to the Geosynthetic Institute c/o GCI-ICP on the first business day following the test session.
5. No reproductions were made of the test, including copying, transcribing, recording, or removal of test pages.
6. Any circumstance that may have affected test candidate's performance on the test was reported in the Discrepancy Statement above.

Signature

Printed Name

Date

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