

FOOD SAFETY MANAGER'S/SUPERVISOR'S COURSE, B-322-2101 EXAMINATION ADMINISTRATION

Senior PMA Responsibilities before/during Examinations

- Verify the identity of all examinees with photo identification.
- Supervise other Test Administrator assisting during the examination.
- Safeguard the integrity of examination by following all security procedures and practices.
- Perform ethically by being aware of possible conflicts of interest.
- Do not answer any examination related questions.
- If examinee has a problem with a question whether it is grammatical or disagrees with a question, make a note and forward to NMCPHC Training Department.
- Provide each examinee with an equal opportunity to pass the examination by applying the general principles of fairness and nondiscrimination.
- Handle any disabled examinee special needs and unexpected circumstances.
- Guide examinees instructions and procedures of taking the exam.
- Collect completed examinations and check for proper information.
- The Test Administrator MUST remain in the testing room at all times while exam is in progress.

Responsibilities after Examinations

- Send class roster with PII (SSN/DOD ID #s) in an **encrypted email** to address above.
- Return answer sheets and student evaluations through DoD Safe (<https://safe.apps.mil/>) to:

usn.hampton-roads.navmcpublthcenpors.list.nmcphc-foodsafetymana@mail.mil
- Report any security breaches to NMCPHC Training Department.
- Fill out an incident report if there were any incidents during the exam. For example, fire alarm, disruption during class, evidence of cheating, etc. Send incident to the NMCPHC Training Department.
- Ensure the security of the examination.

Staffing Requirements

Staffing needs will be based on the number of examinees and number of rooms used for the administration. Each examination room must have at least one Test Administrator present at all times. The Test Administrator may serve as the administrator for 25 examinees. Additional Test Administrator may also be necessary if there are examinees with approved accommodations or some unusual room feature that inhibits adequate security (too small or too large, L-shaped rooms, columns or posts obstructing the view of examinees, etc.).