WAQTC PERFORMANCE EXAM EXAMINER ORIENTATION



These guidelines must be reviewed and signed by the Performance Examiner at the beginning of the performance exam process.

General Requirements:

(WAQTC Administration Manual)

A performance examiner is required to:

__ Have experience in the test method being conducted.
__ Be certified in the area of the performance exam.
__ Verify all steps of the method.
__ Have a positive attitude.
__ Not be in the chain of command or related to the examinee.
__ Review current Performance Exam Checklists

THE PERFORMANCE EXAM GUIDELINES:

Before the trial, the technician may ask questions about the use of specific equipment, such as scales / balances, shakers, etc. Do not provide training for the performance exam, but do clarify the operation of the equipment.

Provide the technician with a clean copy of the short form FOP for that test method. Books or notes are not allowed.

Take possession of the technicians' performance exam check list and verify the name and date.

Do not respond to questions or assist the technician in any way during the trial.

Each test method must be performed in its entirety in the examiners' presence. Explain allowed acceleration such as assumed drying or soaking time, before trial begins.

Some methods may be performed verbally, direct technician to describe the steps in their entirety.

Score the technician's performance based solely on the performance exam checklist.

Place a **P** or **F** on the line associated with each step of the trial being performed.

Do not stop the trial when an error is made. Allow the technician to complete the trial.

Do not indicate approval or disapproval either audibly or physically.

Incorrect performance or omission of one or more of the steps is a failure of that trial.

Upon completion of a trial, inform the technician of the results and explain any step that received an "**F**".

The technician will be allowed two (2) trials per test method (not more than 50 percent of the methods).

Place an **X** in the appropriate pass or fail box whether for the first or second trial attempt.

Sign the performance exam.

Challenges or complaints will be directed to the lead examiner.

I have reviewed these guidelines and agree to follow them.

Printed Name: _____ Date: _____

Signature: _____ WAQTC Certification #: _____

Administered Performance Exam
___Aggregate
___Asphalt I
___Asphalt II
___Concrete
___Embankment & Base
___In-Place Density
___Self-Consolidating Concrete
___Other: _____