

I-CAR Equivalency Test Proctor Announcement Guide

Background

I-CAR Equivalency Tests are an opportunity to demonstrate your knowledge in a specific area, avoid redundant training, and achieve your role-specific I-CAR Platinum Individual designation.

Getting Started

Make sure everyone has checked in.

Offer Student Registration Forms to change their I-CAR information.

Fill out a Student Registration Form if you need to change your I-CAR information.

Fill out one Scantron sheet for each test. Required information is:

1. I-CAR ID#
2. Name
3. Proctor Name
4. Program Test Version (on each test book)
5. Date

Security Question information may be filled in, if desired.

Process and Scoring

1. Tests will remain in your envelope until start time is announced.
2. You will have two hours to complete your tests.
3. You may complete your tests in any order.
4. The classroom will remain quiet during the test period. I am not allowed to help you on your tests.
5. When finished, return all materials; test books, Scantrons, and envelopes to Proctor for checkout.
6. Leave the room.
7. Your score is the number of correct answers. 80% or better is required to pass.
8. Results will be posted on your I-CAR training record.

Make a last call to remove food and electronic devices. This avoids distractions and respects the others also taking tests.

Announcements: Future I-CAR classes, committee meetings, other news

Ask for questions.

Announce start time. They may now open and begin their tests.

