

I-CAR Equivalency Tests

Proctor FAQ

Q: How do I schedule an I-CAR Equivalency Test event?

A: The process is similar to scheduling an I-CAR class. Secure a place, date, and start time, and then send that information along with the Committee number, contact information, and capacity to Field Support. Use the same forms and process as you do for an I-CAR class.

Q: May I schedule an I-CAR class at the same place on the same day?

A: Yes. You can schedule an I-CAR class either before or after an I-CAR Equivalency Test event. Leave at least 30 minutes between events.

Q: How do I know who is registered for my I-CAR Equivalency Test event?

A: Once pre-registration is closed for an I-CAR Equivalency Test event, a Class Attendance Sheet will be emailed to you, including registered student information and which tests they have chosen.

Q: What if I lose this emailed roster?

A: You can login to your myI-CAR account and view your list of students. It will not show which tests the students have selected. If an emailed roster is lost, the proctor must request a new one from the I-CAR Field Support team.

Q: Why is the roster so important?

A: Students can register for a variety of tests and different numbers of tests. You will need to return all materials and a detailed roster keeps the information organized. The completed and signed roster is required to be sent back with the materials.

Q: How do I get the test materials?

A: Once pre-registration is closed for an Equivalency Test event, the materials will be automatically ordered for you and sent from the I-CAR Fulfillment Center.

Q: How do we confirm that the student in the class is the registered student?

A: A valid government-issued photo ID is required for entrance.

Q: What happens if a student does not show?

A: The proctor is to write "Did Not Attend" on the roster.

Q: How do I start an Equivalency Test event?

A: At the advertised start time, call for attention and ask for quiet. Explain the procedures, make any needed announcements, and make sure each student has their tests. When ready, tell them to begin. They have two hours from that time.

Q: What are our responsibilities under the Americans with Disabilities Act?

A: When administering the tests, hearing-impaired students must be made aware of the procedures. A written list of procedures is available as a download for you to print and give to hearing-impaired students. You may want to add written announcements as well.

Q: Will students have to fill out the entire Scantron form?

A: No, if a student is pre-registered, they will only need to fill out their I-CAR ID, name, Proctor name, I-CAR Equivalency Test identification, and date. They will also fill out from 10 to 30 answers, depending on the test.

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Q: What should I do while students are taking their tests?

A: Monitor the classroom, making it the best test environment you can. It needs to be quiet, comfortable, and fair for all students. Be prepared to collect materials as each student finishes.

Q: What happens if a student is caught cheating?

A: Collect all materials and have the student leave the room. All tests will be marked as failed.

Q: May we read, translate, or help with questions if requested?

A: No, a proctor may not assist students. These tests are an opportunity to demonstrate knowledge in specific areas. If a student has difficulty with reading, interpreting, or test-taking in general, this may not be their best option to complete knowledge areas.

Q: Can we address a challenge to a given question?

A: No. If a challenge is raised, have them write "Challenge" in the lower right corner of the Scantron and write their comments on the reverse side.

Q: What must a student turn in after the test?

A: The student must turn in each Scantron and test booklet with their name on both for acknowledgement to be given. No materials or any other paper may leave the room.

Q: What happens if a student does not turn in their test booklet?

A: If a student does not turn in their booklet, they will automatically fail the test.

Q: What does the proctor submit after the I-CAR Equivalency Test event?

A: The proctor will send all paperwork to the I-CAR Training Support Center in a specially-marked FedEx envelope labeled "Equivalency Test Materials Enclosed." This return envelope will be sent with the test materials and must include:

- Equivalency Test Attendance Form (initialed, signed, and dated)
- Original Packing Lists
- All used and unused test booklets from each event, along with completed Scantron forms

Q: If I am teaching an I-CAR class after the Equivalency Test event, may I send in the class material with the Equivalency Test material?

A: All Equivalency Test materials need to be returned in the specially-marked FedEx envelope. Only Equivalency Test materials should be in this envelope. A proctor is able to include other materials in one shipment, but all Equivalency Test materials need to be in the corresponding labeled envelope and any other I-CAR class materials in a separate envelope.

Q: What happens if I misplace or forget to send some of the material?

A: First Offense - If booklet is not collected, and returned to I-CAR Training Support Center, the Proctor will receive a warning.
Second offense – If booklet is not collected, and returned to I-CAR Training Support Center, the Proctor will lose privileges to be an I-CAR employee, this includes being a proctor or an instructor of any kind, including Welding Qualification Training.