

## ULC Annex 504: PROSPECT Test Administration

1. **PURPOSE:** To provide procedures for PROSPECT test administrators/instructors/facilitators to administer PROSPECT tests and testing materials.
2. **APPLICABILITY:** The operational responsibilities and procedures established in this SOP apply to all civilians and contractors assigned, attached, or conducting business with the ULC.
3. **SUPERSEDES:** Annex, PROSPECT Test Administration, 16 Dec 14, which is obsolete.
4. **ULC OFFICE OF PRIMARY RESPONSIBILITY (OPR):** QA/QC

- a. Submit changes (with recommendations to OPR.

- b. OPR will review/verify currency of assigned Annex at least annually during month Annex was signed.

### 5. REFERENCES:

- a. TRADOC Pamphlet 350-70-5, 20 August 2004, Chapter 8, SYSTEMS APPROACH TO TRAINING: TESTING

- b. ULC Pamphlet 350-70-1, Training Development Guide

6. **POLICY:** This SOP will be used to administer PROSPECT tests and testing material.

### 7. PROCEDURES:

- a. Ensure that all tests are administered under the best possible testing conditions, (IAW test administration instructions as outlined in this Annex.

- b. Verify 100 percent accountability/inventory of all test booklets and other test materials given to or received from ULC Course Managers (CMs) and students.

- c. Ensure each student has a fair and equal opportunity for successfully completing the test.

**NOTE: SECURITY OF WRITTEN TESTS:** Written tests are included with course materials for course sessions delivered outside of Huntsville, AL. In this case, immediately locate all test materials (test booklets, scoring key) and secure them away from the classroom and outside of student view (e.g. hotel/motel room safe/safe location) until time to administer pre- or posttest to students. **Never leave test material out in the open or unattended where students can gain access. Immediately notify your course manager if any test material is lost/compromised.** For course sessions delivered in Huntsville, AL, your CM will ensure test security, but you must ensure test security if/when test material is given to you to administer/proctor.

- d. Test Administration:

- (1) Inform learners that they must pass the written test (minimum established criteria) to qualify for continuing education credits, (e.g., IACET, AIA, PMI, etc).

- (2) Explain carefully the test conditions and procedures to the students. Read the "directions to the student" clearly and verbatim.

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- (3) Testing time in the SOI will include time for review of students' test results.
- (4) Remain in the classroom or testing area and monitor the administration of all tests or graded quizzes.
- (5) Answer only administrative questions during the testing period. The administrator may rephrase questions for better understanding.
- (6) Post the start and stop times on the white/chalk board. Verbally state when there are 5 minutes of remaining test time.
- (7) Review tests as soon as all students have completed the test and answer sheets are collected.
- (8) Provide a note in each test lesson plan stating, "During open book tests, the time allotted for testing does not provide the opportunity for students to research all test items". Tell the students to answer all test items in which they know the answers and attempt to answer the remaining items through research.
- (9) If a student must leave the classroom before completing a test, the student will turn in the test. If there is not enough time to complete the test upon his/her return, reschedule the test using an alternate version.
- (10) If a class must evacuate the test site for emergency reasons, during a written or a hands-on performance test, students will leave all test materials in the classroom, and secure the classroom.
- (11) Score all tests as percent correct; score hands-on performance tests as a "GO," "NO-GO".
- (12) Before the test review, complete a test item analysis tally sheet showing the total number of missed questions for each class. (This will allow instructor to identify high-miss questions to target/discuss during test review.
- (13) When conducting the review after each test:
  - (a) Review process for qualifying for continuing education credits (IACET/CEUs, AIA/LUs, PMI/PDUs
  - (b) Inform students whether or not they have met established criteria for successful completion of the course.
  - (c) Explain why a student may have been unsuccessful in completing/qualifying for continuing education credits.
  - (d) Do not distribute test booklets or answer sheets during the test review.
  - (e) At the beginning of the test review, remind the students that note taking during the test review is prohibited.

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(f) Ensure students clear their desktops of all material (paper, pens, pencils, books, etc.). Students will not be permitted to make a list of questions or answers. Writing or highlighting during the critique is prohibited.

(g) Using the test item analysis tally sheet, provide feedback on each individual test item missed.

(h) Upon concluding the test review, collect all manuals and other items distributed for the review.

(i) Counsel all students who fail the test.

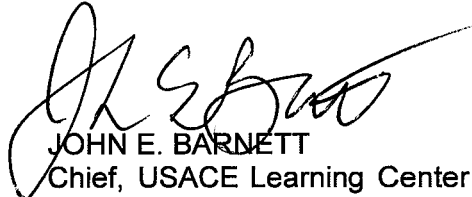
(13) When retesting students after they have failed a test:

(a) Do NOT retest students before providing sufficient remedial training. The required remedial training time is left up to the discretion of the instructor.

(b) Administer a different version of the test, if applicable.

(c) Course managers may modify retesting procedures to fit a specific need.

(d) The final score awarded to a student who is retesting will be the minimum passing score required for that test.



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