

## **GUIDELINES FOR PRIVATE APPLICATOR EXAM PROCTORS**

### Safeguarding the Private Applicator Examination Materials

- Exam booklets must be stored in a secure & **locked** location.
- Do not make copies of the exam booklets for any reason. If you need replacements or additional booklets please contact Joan Hammond at joan.hammond@vdacs.virginia.gov
- Only authorized proctors are allowed to have access to the exam booklets, or to administer the exam.
- Account for all exam booklets, Private Applicator Testing Application forms, and answer sheets after each exam session.
- Check each individual exam booklet used after each examination session for any notations or marks. If the marks cannot be erased completely, return the booklet to the OPS office in Richmond and request a replacement. Do not try to cover marks with whiteout.

### Scheduling Exams

- Fill out an Examination Roster for each exam session, regardless of how many individuals are testing.
- When making exam appointments be sure to tell the applicant:
  - to bring a photo ID to the testing office. Accepted forms of ID include: driver's license, Virginia ID card or an individual taxpayer identification number.
  - to allow up to one hour to take the exam
  - New applicators must be able to supply their social security number. Individual Tax Identification Numbers are acceptable for individuals who do not have a SSN.

### Before Administering the Examination

- Ask to see picture identification to confirm the identity of the tester and verify that meets the minimum age of 16 for a certified private applicator.
  - If the applicator does not bring a valid form of picture identification they will not be allowed to test at this time and must reschedule.
- Have each tester fill out a Private Applicator Testing Application form. Make sure they completely fill out and sign the application. EXAMS CANNOT BE PROCESSED UNLESS THEY ARE ACCOMPANIED BY AN APPLICATION.
- Make sure that you are using the most recent versions of the Exam Booklets (2022) and Answer Sheets (2022).
- Supply each tester with the following items:
  - an exam booklet
  - an answer sheet
  - a No. 2 Pencil
  - the "Instructions for Completing the Private Applicator Exam" sheet

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- a blank piece of scratch paper
- a calculator
- The tester should PRINT all information required at the bottom of the answer sheet.

### Administering the Examination

- Do not allow study materials, notes, or phones in the testing area.
- Do not read exam questions aloud, rephrase or “clarify” test questions, or coach the applicant in any way.
- Do not translate the exam into another language.
- Set a timer and allow one hour for the applicant to complete the exam.
- DO NOT ALLOW TESTERS TO WRITE IN THE TEST BOOKLET.
- Do not allow talking or passing notes between persons taking the exam.
- Do not allow copying answers from another tester's answer sheet.
- Space test takers as far apart as possible in the testing area.
- Watch the testers during the examination to discourage cheating or disruptive behavior.

### After the Examination

BEFORE dismissing applicants:

- Be sure that each tester returns an exam booklet, answer sheet, and any (used or unused) scratch paper.
- Make sure that all bubbles are properly filled in and that erased items are FULLY erased.
- Check to see that the required applicant information on the answer sheet is legible and complete. Especially the SSN/ITIN.
- Double check that they have completely filled out and signed their Private Applicator Testing Application form.
- Verify attendance on the Examination Roster. Cross out the names of any applicants who did not show up or had to reschedule.
- Advise applicants that those who pass the exam will receive a letter notifying them of their score and providing them with a certificate number. They will also receive their certificate through the mail. Applicants who fail will receive a letter advising them of when they can retake the exam.

Processing Completed Exams:

- Make a copy of the answer sheet and associated Private Applicator Testing Application form. Copies must be stored in a secure and locked location. Retain these copies for 3 years and SHRED them after the required storage period.

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- Do not fold, staple, or fax the original Private Applicator Testing Application form(s) and Answer Sheet(s). Mail the Examination Roster along with the original Application form(s) and Answer Sheet(s) PROMPTLY to:

Rachel Parson % VTPP  
460 West Campus Dr.  
302 Agnew Hall  
Blacksburg, VA 24061

### Questions or Concerns

If you have questions concerning the information presented above or the testing process, please contact Virginia Tech Pesticide Programs by calling **540-231-6543** or email: **rparson@vt.edu**

If you have questions about the pesticide applicator certification program overall, please call the Office of Pesticide Services in Richmond by calling **804.786.3798** or e-mail: **micah.raub@vdacs.virginia.gov**