





**VIRGINIA DEPARTMENT OF AGRICULTURE & CONSUMER SERVICES
Office of Pesticide Services**

**GUIDELINES FOR THE PRIVATE APPLICATOR EXAM PROCTOR
4/14/2009**

Safeguarding the Private Applicator Examination Materials

The examination materials should be safeguarded in the following manner:



-  **Store the exam booklets in a secure, locked location such as a cabinet, desk drawer, or file drawer.**
-  **Do not copy the exam booklets for any reason. Do not allow anyone but an authorized proctor to have access to the exam booklets, or to administer the exam.**
-  **Account for all exam booklets and answer sheets after each exam session.**
-  **Check the exam booklets 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.**

Scheduling Exams




When exam appointments are made, be sure to tell the applicant to bring a photo ID to the testing office, and allow up to one hour to take the exam.

Before administering the examination








Before an applicant can take the Private Applicator exam:

-  **Ask to see picture identification, such as a driver's license, and confirm that the applicator meets the minimum age of 16 for a certified private applicator.**
-  **If the applicator does not bring a form of picture identification, explain that picture identification is necessary to verify the identity of the tester (to prevent another person from taking the exam for the applicant), and the applicator's age.**

Guidelines for Administering the Private Applicator Exam

-  **Supply each tester with an exam booklet, an answer sheet, a No. 2 Pencil and the "Instructions for Completing the Private Applicator Exam Answer Sheet."**
-  **Do not allow study materials or notes in the testing area. You may provide blank scratch paper for questions involving calculations. A simple calculator is allowed.**
-  **Do not read the exam questions aloud, or translate the exam into another**

language. Do not rephrase or clarify test questions, or “coach” the applicant. Reading and understanding English is an essential skill.

-  Allow **one hour** for the exam.
-  **DO NOT ALLOW TESTERS TO WRITE IN THE TEST BOOKLET.**
-  The tester should PRINT all information required and **record answers on the Answer Sheet.**
-  **Do not allow talking or passing notes between persons taking the exam. Do not allow copying answers from another tester's answer sheet. Do not seat persons close together.**
-  **Watch the testers during the examination to discourage cheating or disruptive behavior.**
-  **Be sure that each tester returns an exam booklet and answer sheet to you. Collect any used scratch paper as well.**
-  **Check to see that the applicant information on the answer sheet is legible and complete.**

What to do with the answer sheet

Keep a copy of the answer sheet in your files. Do not fold, staple, or fax the original answer sheet. Mail the original answer sheet PROMPTLY to:

**Virginia Department of Agriculture & Consumer Services
Office of Pesticide Services, CLRT Section
P.O. Box 1163
Richmond, Virginia 23218**

Applicants 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. (Applicants who do not pass on their **first attempt** at examination are eligible to be reexamined **after 10 days** from the date of the first exam. Applicants who fail on the **second attempt**, or any subsequent attempt, **must wait 30 days** from the date of the last examination before being reexamined.)

What to do if you have questions

If you have questions concerning the information presented, the testing process, or the pesticide applicator certification program overall, please call the Office of Pesticide Services in Richmond at **(804) 786-3798**, or e-mail: **Vickie.Rengers@vdacs.virginia.gov**.