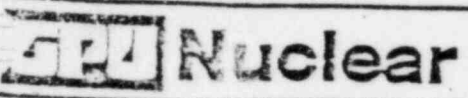


(NRR)



TMI TRAINING DEPARTMENT
ADMINISTRATIVE MANUAL

PROCEDURE NO.
6210-ADM-2550.01

TITLE: CONTROL OF EXAMINATIONS FOR UNITS I & II

RESPONSIBLE OFFICE
TMI TRAINING

APPLICABILITY: TMI Operator Training Section Personnel and TMI
Operator Training Section Contractors and Proctors

EFFECTIVE DATE:
12/01/82

LIST OF EFFECTIVE PAGES

PAGE	REVISION	PAGE	REVISION	PAGE	REVISION	PAGE	REVISION	PAGE	REV.
1.0	0								
2.0	0								
3.0	0								
4.0	0								
5.0	0								

	SIGNATURE (USE BLACK INK)	TITLE/DIVISION/DEPARTMENT	DATE
ORIGINATOR	<i>[Signature]</i>	Operator Training Manager	11/23/82
REVIEWED			
BY			
APPROVED	<i>[Signature]</i>	Manager, Plant Training, TMI	12/1/82
BY			

1.0 GENERAL**1.1 Purpose**

This procedure is intended to supplement GPU Nuclear Corporate Training and Education Department Procedure 6200-ADM-2600.01, in that it provides guidance required by sections 3.1.3 and 4.1 of that procedure, to be developed at the section level. Nothing in this procedure is intended to supercede or replace any of the requirements of that procedure.

1.2 Applicability/Scope

This procedure applies to examinations prepared, administered, graded, and reviewed by the Operator Training Section of the TMI Training Department or by other individuals acting under its auspices. This procedure becomes effective upon issue.

1.3 Definitions

The definitions given below are of a restrictive nature for the purpose of this procedure:

Examination: Denotes all student evaluation tools as specified in Paragraph 3.1 reference 1.4.1.
Examiner: Denotes a person with responsibility for examination preparation, administration, and grading.
Shall: Denotes a requirement.
Should: Denotes a recommendation.
May: Denotes permission - neither a requirement nor a recommendation.

1.4 References

1.4.1 6200-ADM-2600.01, Control of Examinations

2.0 RESPONSIBILITIES**2.1 Manager - Plant Training, TMI**

The Manager - Plant Training, TMI, has overall responsibility for ensuring compliance with this procedure.

2.2 Operator Training Manager, TMI

The Operator Training Manager, TMI, is responsible for implementing this procedure.

2.3 Supervisors

Supervisors are responsible for promulgating this procedure within their sections/groups and ensuring that examiners, and cognizant administrative personnel assigned to them or involved in the administration of examinations under their auspices adhere to its requirements.

2.4 Examiners

Examiners are responsible for complying with this procedure.

3.0 REQUIREMENTS

3.1 Categories of Written Examinations

3.1.1 All written examinations administered as parts of training programs conducted under the auspices of the TMI Operator Training Section shall be treated as Category I examinations as defined in reference 1.4.1 unless specifically designated otherwise by the Operator Training Manager. The security and administrative requirements for Category I examinations shall be as specified in reference 1.4.1.

3.2 Grading of Written Examinations

The procedures detailed below are intended to both improve the accuracy of examination grading and to detect suspicious parallelisms that may exist in examination responses.

- 3.2.1 Mock NRC style examinations used as course completion examinations for initial CRO and SRO training programs and as annual requalification examinations shall be graded in the following manner:
- The examination shall be separated into individual sections.
 - A grader shall be assigned by the cognizant supervisor to grade an entire section for all the examinees from that particular examination, except that a grader shall never be assigned to grade his or her own examination.
 - The responses to each question from all examinees shall be graded before grading the next question. (e.g., all responses from question A.1 shall be graded before any responses to question A.2 are graded.)
 - Once the question has been graded for all examinees, the grader shall randomly shuffle the order in which he grades individual examinees' responses.
 - A grader may be assigned to grade more than one section of the examination or identical sections of other examinations administered for the same purpose (e.g., annual requalification examinations administered on different days).
 - A matrix shall be prepared listing the students who took the examination and the graded value of their response to each question.
 - Any change of grades by the grader shall be indicated by lining out the changed grade, dating and initialing the lineout, and listing the revised grade.

- 3.2.2 All other written examinations shall be graded as follows:
- Grader(s) shall be assigned by the cognizant Supervisor. As a general guideline, the grader for any particular portion of a written examination should be that individual who taught the material on which that portion of the examination is based, but the Supervisor may assign other instructors based on availability and work load.
 - All subjective questions from any portion of an examination assigned to an individual grader shall be graded in accordance with section 3.2.1 above. Objective questions, i.e. true/false, multiple choice, and matching, need not be graded in such a fashion. However, tests or portions thereof, which are completely objective in nature, shall be scrutinized by the grader to detect similar patterns in wrong answers.

3.3 Review of Examinations

3.3.1 All examinations where the score falls within $\pm 2\%$ of passing shall be reviewed by the cognizant Supervisor and the Operator Training Manager for correctness and consistency in accordance with the key.

3.3.2 Examinations listed in section 3.2.1 above shall be reviewed by either the Supervisor, Licensed Operator Training, or the Operator Training Manager, or his written designee. This review shall consist of the reviewer selecting one half of the questions from one-half of the sections from one-half of the students. (This is the same breakdown used by the NRC for its licensing exams.) For odd numbers, always round off to the next highest number. The purpose of this review is to provide a backup to the grading process described in section 3.2.1 in detecting suspicious parallelisms.

3.3.3 All other examinations shall be reviewed by individuals designated by the cognizant Supervisor. This review shall consist of the reviewer selecting one-fourth of the subjective questions for one-half of the students taking the examination. The purpose of this review is to provide a backup to the grading process described in section 3.2.2 in detecting suspicious parallelisms.

3.3.4 Documentation of reviews conducted in accordance with 3.3.1 shall be on Attachment 1 and that of reviews conducted in accordance with 3.3.2 and 3.3.3 on Attachment 2.

ATTACHMENT 1
Two Percent Examination Review

1. Reviewer's Comments (Use back or additional pages as necessary).

Reviewer - Title_____
Reviewer - Title

2. Resolution

Grader

3. Concurrence

Cognizant Supervisor / Operator Training Manager

Form 2550.01-1 (12/82)

Attachment 2
Examination Review

Exam Title _____ Date Administered _____

Assigned Reviewer _____

Questions Reviewed _____

Students Reviewed _____

Reviewer's Comments: (Use back or additional pages as necessary)

Reviewer / Date

Reviewed

Cognizant Supervisor / Operator Training Manager

Form 2550.01-2 (12/82)