



Procedure No.
6200-ADM 2600.1

Title
ADMINISTRATION OF EXAMINATIONS

Responsible Office
Training & Education
Department - 6200

Applicability
Training & Education Department Personnel and Training & Education
Department Contractors and Monitors

Effective Date
October 20, 1981

	Signature	Title/Division Department	Date
Originator		Director Training & Education	
Reviewed by		Director Nuclear Assurance	
		Manager Corporate Training	
		Manager Plant Training (OC)	
		Manager Plant Training (MI)	
Approved by		Director Training & Education	10/20/81

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Revision
No. 0

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Training & Education Procedure

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5.0 ATTACHMENTS

5.1 Attachment 1 - Examination Certification
Cover Sheet

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1.0 GENERAL

1.1 Purpose

This procedure is intended to ensure that all examinations administered by the Training & Education Department test the ability of an individual. This procedure provides for appropriate examination administration to prevent any form of conduct which would defeat the purpose.

1.2 Applicability/Scope

This procedure applies to all examinations administered by the Training & Education Department. For purposes of this procedure, examinations include all student evaluation tools, written or oral (e.g. quizzes, tests, practical factors, exams, and oral boards).

1.3 Definitions

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

Shall : Denotes a requirement.

Should: Denotes a recommendation.

May : Denotes permission - neither a requirement nor a recommendation.

1.4 References

1.4.1 Human Resources Procedure 1000-POL-2504.1: GPUN Policy Regarding Cheating, Fraud, and Misrepresentation.

1.4.2 1000-POL-1218.3 Adherence to Policies and Procedures.

1.4.3 Procedure 1000-POL-2000.1: Standards of Conduct.

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2.0 RESPONSIBILITIES

2.1 Director-Training & Education

The Director-Training & Education has overall responsibility for the conduct of all GPUN training programs including administration of examinations.

2.2 Managers of Training

The Managers of Plant Training at Oyster Creek and Three Mile Island and the Manager of Corporate Training are responsible for implementing training programs and administering examinations at their respective locations.

2.3 Section/Group Supervisors

Section/Group Supervisors are responsible for promulgating this procedure within their sections/groups and ensuring that instructors, designated monitors, and cognizant administration personnel assigned to them adhere to its requirements.

2.4 Instructors/Examiners

All personnel who serve as instructors/examiners are responsible for implementing this procedure.

2.5 Monitors

Monitors are personnel who are designated by an instructor or shift supervisor (or group shift supervisor) to administer examinations. Monitors are responsible for being familiar with this procedure and complying with sections of this procedure applicable to their monitoring function (specifically sub-sections 3.1.1, 3.2.1, 3.3.2, 3.3.7, and all of Section 4.0).

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3.0 REQUIREMENTS

3.1 Security of Examinations

3.1.1 Instructors/Monitors shall ensure that examinations are secured, and that access to examination materials is limited only to --- those who have the need to administer the examination.

3.1.2 When examinations are typed or retyped, the typist shall return all sheets to the individual who requested the typing. The typist shall not discard any sheet of paper that has a portion of an examination question on it. All written and typed material shall be treated as confidential.

3.1.3 Examinations recorded in a word processing system shall be maintained in a secure file with access limited to authorized personnel.

3.2 Administration of Written Examinations

3.2.1 Each examination prepared by the Training & Education Department shall have a copy of the "Written Examination Certification Cover Sheet" (see Attachment 1). The instructor/examiner responsible for administering the examination shall indicate the following information in the spaces provided:

- Examination Title and location where administered.
- Whether the examination is to be taken "open book" or "closed book".
- Authorized reference material (e.g. pocket calculator, steam tables, chart of the nuclides, etc. if none, write "NONE" in the space provided).

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3.2.6 A seating chart shall be made for the following:

- Major examinations, such as annual licensed operator requalification examinations.
- Comprehensive course completion examinations.
- Examinations which substantiate the continuation of operator license status, e.g. mitigating core damage examinations.

The chart shall be completed and signed by the examiner prior to the completion of the examination and maintained with the examination documentation. The chart may be made using examination numbers or with the names of the individuals and their positions.

3.2.7 Immediately after distributing the reference material and examinations, the instructor/examiner or monitor shall review the Written Examination Certification Cover Sheet with the students. During this review, the instructor/examiner shall:

- Have the students read the examination "Instructions and Guidelines".
- Have the students provide the required information (name, date, employer, etc.).
- State the examination title.
- State the examination type (open or closed book).
- State and ensure all students have been provided with the appropriate reference material.
- Review the section breakdown, point distribution, and total points (if applicable).

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- State the time limit for completing the examination (if applicable).
- Have the students enter the appropriate start time (if applicable).
- State the grade criteria.
- Have the students "page-check" the examinations to ensure each copy is complete.

3.2.8 At least one instructor/examiner or monitor shall be present at all times while the examination is in progress and shall observe the students' test behavior.

3.2.9 Students should not be allowed out of the examination room during regular examinations. If it is necessary to permit students to leave the examination room (because of the length of the examination or other problems), arrangements should be made to preclude the opportunity for unauthorized access to examination related information.

3.2.10 The instructor/examiner should go to the student's location to answer questions that arise during the course of the examination rather than allowing the students to gather around the instructor/examiner.

3.2.11 When the student completes the examination, the instructor/examiner should ensure that the student has signed the certification on the Written Examination Certification Cover Sheet, pick up the examination, and inform the student of what he/she is to do next (e.g. begin a reading/study assignment for other programs/courses, move to a separate, designated classroom with other students who have

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completed the examination, etc).

3.2.12 When all students have finished the examination the instructor/examiner should, as appropriate and as time permits, review the examination with them.

3.2.13 If an examination must be administered "outside normal working hours;" the designated monitor shall personally receive the examination from the instructor or designated Training Department representative. When the examination is completed, at the first opportunity, the monitor is to personally return the examination to the instructor or designated Training Department representative. Interoffice mails shall not be used to transport examinations.

3.3 Administration of Oral or Practical Factor Examinations

3.3.1 Oral or practical factor examinations may be given by an individual instructor/examiner or by a board.

3.3.2 The rules of conduct of the oral or practical factor examination shall be clearly stated in writing to the student prior to the start of the examination.

4.0 REPORTING OF MISCONDUCT

4.1 Misconduct

Failure to comply with the "Instructions and Guidelines" on the Written Examination Certification Cover Sheet or the rules of conduct for an oral or practical factor examination shall constitute misconduct or cheating.

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4.2 Reporting

When misconduct is observed, corrective action shall be taken with the student. As soon as the examination is completed, an oral report of the misconduct shall be made by the instructor/examiner or monitor. This oral report is to be made to the immediate supervisor of the individual who is making the report.

In addition, within one working day of the completion of the examination, the instructor/examiner or monitor who orally reported the misconduct shall make a written report. This written report shall be given to the immediate supervisor of the individual who wrote the report with a copy sent to the cognizant manager of training.

4.3 Manager of Training Report

The Manager of Training or his designated section head shall report all misconduct in writing to the Human Resources Department Representative and notify an individual in the student's supervisory chain. In addition he is to notify the Director-Training and Education.

WRITTEN EXAMINATION CERTIFICATION COVER SHEET

NAME - PLEASE PRINT: (FIRST, MID INIT., LAST)	EXAM DATE:
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EMPLOYER: (COMPANY)	EMPLOYEE NO:	SOC. SEC. NUMBER:
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INSTRUCTIONS AND GUIDELINES

PLEASE READ THE FOLLOWING INSTRUCTIONS CAREFULLY.

1. Use only black ink or pencil (No. 2 or softer).
2. Remain seated during the examination.
3. Remain quiet during the examination.
4. If you have any questions during the examination, please raise your hand. Your instructor will provide clarification wherever possible.
5. Raise your hand when you have completed the exam. Your instructor will pick it up.
6. You are expected to do your own work and you are not to help anyone else.
7. It should be noted that in addition to disciplinary action on the part of the Company, misconduct or cheating on some examinations may result in additional civil and/or criminal sanctions.
8. Use only the reference material authorized below.
9. At the completion of this examination, you are to sign the following certification:

I certify all answers contained in this examination are my own. In addition, I have not received nor given any unauthorized assistance, nor have I used any unauthorized references.

SIGNATURE: _____ DATE: _____

THE INSTRUCTOR WILL REVIEW THE REMAINDER OF THIS PAGE WITH YOU BEFORE YOU BEGIN THE EXAMINATION.

EXAM TITLE:	LOCATION:
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AUTHORIZED REFERENCE MATERIALS:

SPECIAL INSTRUCTIONS:	<input type="checkbox"/> OPEN BOOK <input type="checkbox"/> CLOSED BOOK
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SECTION	POINTS	SCORE	%	SECTION	POINTS	SCORE	%
TOTAL							
				TIME LIMIT:	TIME START:	TIME FINISH:	

MINIMUM ACCEPTABLE GRADES:	EACH SECTION: %	OVERALL: %
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GRADED BY (INSTRUCTOR'S SIGNATURE):	DATE:
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NELSON D. BROWN
STATEMENT OF QUALIFICATIONS

Education

Graduated Palmyra High School, Pa. 1965

Attended Millersville State College, 1965

- Attended:
- NUS Corp. instructor workshop, 1975 (one week)
 - personnel management seminar, 1977 (8 hours)
 - Met. Ed. supervisor development program 1978 (one week)
 - decision analysis training seminar, 1980 (one week)

Experience

Electronics Technician, United States Air Force, 1966-70

Joined Metropolitan Edison Co., 1970

- TMI-1 auxiliary operator, 7/70-2/74
(responsible for operating equipment in plant as it was turned over from the construction company; participated in the initial procedure writing efforts for fuel receipt and core loading;)
- TMI-1 control room operator, 2/74-6/75
(involved in initial criticality, including the start-up program, commercial operation and initial refueling; obtained RO license in 12/74;)
- Instructor, Operator Training Department, 6/75-9/80
(senior reactor operator, reactor operator and auxiliary operator instructor; developed former replacement operator training program for senior reactor operators and reactor operators; received SRO license in 8/76;)
- Supervisor, Licensed Operator Training, 9/80-present
(instructs and supervises TMI licensed operator training and requalification programs;)