

13 March 2003

Standing Operating Procedures for Test Administrators, Proctors and Monitors

This SOP applies to the administration of the US Army Food Safety and Sanitation Certification Course. The proponent agency for this course is US Army Center for Health Promotion and Preventive Medicine. Any questions regarding the policies and procedures outlined in this SOP should be immediately addressed by contacting (410) 436-5457 or (410) 436-5458 (DSN 584).

1. Security

At all times, test materials are to be kept locked up, until ready for use. All test materials and scratch paper will be collected at the end of each examination and physically accounted for.

2. Shipping

Federal Express will be used for all shipping and handling of test and proctor materials. No exceptions.

All materials MUST be returned VIA FedEx and will be addressed to:

USACHPPM
DCSOPS-OSD
ATTN: Program 57
5158 Blackhawk Road
APG-EA, 21010

3. Proctor

A Proctor shall be a commissioned officer or warrant officer in the Preventive Medicine Services, Veterinary Services, or Foodservice/Quartermaster Corps. DoD Civilians in the Grade of GS-11 or higher, or DoD civilians who are Registered Sanitarians or are in career series 0698 may also serve as Proctors. Proctors are REQUIRED to unlock and monitor the examinations.

4. Course Administrator

A Course Administrator may be any individual in the Grade of SGT or above, who has taken the course, and possesses an active certification with a score of 90% or greater. Course Administrators may be used for instructional purposes and assist in monitoring examinations. DoD civilians who are Registered Sanitarians or are in career series 0698 may also serve as Course Administrators.

5. Monitor

A monitor may be any person who has previously passed the examination and has a current certificate. This person may only be utilized as an assistant, and cannot be utilized as an instructor.

6. Examination Standards

The examination is to be taken with no aids. All books, notes, etc. are to be removed from the student's area. Extra paper may be made available to the student for test taking purposes, as long as it is blank, and is collected back when the student hands in examination materials. Scrap paper shall be shredded upon examination completion.