

# Security Evaluation Workgroup Self-Report

Name of person completing the self-report

Date January 28, 2013

Phone Number

Reporting Period: 7/1/09 - 6/30/10

Total Number of Proctors/Test Administrators

Total Number of Tests Administered

Total Number of Test Sites

*Directions: Please provide baseline data for the period listed above or specify another timeframe, if necessary. Use estimates where exact figures are missing, but indicate this with EST. **Complete and return by May 1, 2013.***

1. What percentage of your proctors/test administrators had received initial training upon hire?

2. What percentage of your proctors/test administrators had completed retraining within the past 3 years?

3. How many proctor/test administrator violations were documented?

4. How many disciplinary actions did you undertake?

5. What were the most frequent reasons for violations and disciplinary actions?

Violations	Disciplinary Actions
1	1
2	2
3	3
4	4
5	5

6. How many revocations of proctor/test administrators' testing privileges occurred?

7. What were the most frequent reasons for revocations?  
 Revocation reasons?

1
2
3
4
5

8. How many exam booklets were lost?

9. How many completed answer sheets were lost?

10. What were the most frequent reasons for lost exams/answer sheets?  
 Lost reasons?

1
2
3
4
5

11. How many site irregularities (unsecured, inadequate size, poor environment, etc.) were identified by location checklists?

12. How many test site irregularities occurred in each type of center?

Onsite?	
Online?	
Test Center?	
Other?	

13. What were the most frequent reasons for test site irregularities?

Irregularity reasons?

1
2
3
4
5

14. How many test administration irregularities (cheating, protocol breaches, etc.) occurred?

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15. What were the most frequent reasons for test administration irregularities?

Irregularity reasons?

1
2
3
4
5

16. How many versions of the exam were used at any one test administration?

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17. How many times did you revise the exam form?

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18. Did you have a documented management quality assurance system in place?

Yes	
No	

*[If No, skip items 19-21]*

19. What were the major components of your management QA system?

QA System Components?

1
2
3
4
5

20. How many breaches of your QA system occurred?

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21. What were the most frequent reasons for QA system breaches?

Breach reasons?

1
2
3
4
5

22. What types of data forensics did you employ?

Data forensic types?

1
2
3
4
5

23. How many documented cases of cheating did you have?

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24. What corrective actions did you take to combat cheating?

Corrective actions?

1
2
3
4
5

25. What do you think was the negative impact on the integrity of food protection testing and food safety as a result of test security breaches?

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26. What additional relevant information, if any, do you wish to share?

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