



TRAINING COORDINATOR'S RESPONSIBILITIES

Hose Assembly Guidelines Exams

Please reference both this document and the "Online Exam Computer Set-up Guide" found on the NAHAD website, when preparing to provide on-line exam capability at your facility. Participating NAHAD Hose Safety Institute Member companies must provide a local coordinator to ensure proper arrangements have been made to host these exams. Exam candidates may not take these exams at home, but should be provided with a properly configured computer (desktop or laptop) in a quiet space, away from distractions. Close supervision is not required, but a local contact should be available to answer questions, resolve problems using the NOCTI technical support hotline, and ensure a reasonable exam environment.

Primary responsibilities of the local exam coordinator include:

- Ensuring the computer(s) are properly set up and working (see the instructions attached at the end of this document)
- Understanding the mechanics of the exams in order to instruct the students and answer any questions
- Log on to the exam system
- Confirm the accurate identity of the participant(s)
- Be available to help resolve any issues during the exam (NOCTI provides technical support via phone, 8am to 5 pm Eastern Monday – Friday; 1 800 334-6283 ext. 15 or 26)
- Make sure calculators and scrap paper are available for the exam takers
- Notify the Exam Coordinator (Debbie Mitchell; dmitchell@nahad.org or 410 940-6350) of any issues, problems, or any breaches of security
- Track elapsed time during the test – this information will be required should NOCTI be requested to add time to an exam due to an interruption.

The Exam Coordinator (Debbie Mitchell) will provide participation IDs and passwords for each exam taker along with the URL address to access the online testing system.