ASSE International

Cross-Connection Control Program Proctor Training

TUESDAY, NOV. 3
Phoenix, AZ

2015 ASSE Proctor Training Course – Tuesday, Nov 3 – 1pm - 5pm
ASSE International

ASSE Cross-Connection Control Program
Proctor Training

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Faulted 1013 Assemblies

Possible failure simulations for ASSE 1013 Reduced Pressure Principle Assemblies

1- Leaking number two shut off
2- Leaking number two shut off with backpressure
3- Leaking number two check valve with backpressure
4- Leaking number two check valve (direction of flow test)
5- Leaking number one shutoff (one hose test procedure)
6- Leaking number one check valve
7- Leaking relief valve
8- Relief valve not opening

Suggested simulations for ASSE 1013 Reduced Pressure Principle Assemblies

1. Failure of #2 Shut-Off Valve;
   a. Needle Valve #3 Open, Needle Valve #4 Open – Needle Valve #1 & #2 Closed

2. Failure of Check-Valve #2;
   a. Needle Valve #3 Open, Needle Valve #2 Open – Needle Valve #1 & #4 Closed

3. Failure of Check-Valve #1;
   a. Needle Valve #3 Open, Needle Valve #1 Open – Needle Valve #2 & #4 Closed

4. Failure of Relief to Open;
   a. Begin normal test procedures with Needle Valve #3 Open – Needle Valve #1, #2 & #4 Closed Prior to beginning Test #4 Relief Valve Opening Differential Pressure, close Needle Valve #3.
Faulted 1015 Assemblies

Possible failure simulations for ASSE 1015 Double Check Valve Assemblies

1- Leaking number two shut off
2- Leaking number two shut off with backpressure
3- Leaking number two check valve with backpressure
4- Leaking number two check valve (direction of flow test)
5- Leaking number one shutoff (one hose or USC test procedures)
6- Leaking number one check valve

Suggested simulations for ASSE 1015 Double Check Valve Assemblies

1. Failure of #2 Shut-Off Valve;
   a. Needle Valve #3 Open – Needle Valve #1 & #2 Closed

2. Failure of Check-Valve #1;
   a. Needle Valve #1 Open – Needle Valve #2 & #3 Closed

3. Failure of Check-Valve #2;
   a. Needle Valve #2 Open – Needle Valve #1 & #3 Closed
Faulted 1020 Assemblies

Possible failure simulations for ASSE 1020 Pressure Vacuum Breaker Assembly

1. Leaking number two shut off
2. Leaking number two shut off with backpressure
3. Leaking check valve
4. Leaking number air inlet
5. Leaking number one shutoff
6. Air inlet valve will not open

Possible failure simulations for ASSE 1020 Pressure Vacuum Breaker Assembly

1. Failure of #2 Shut-Off Valve;
   a. Needle Valve #3 Open, Needle Valve #2 Open – Needle Valve #1 Closed

2. Failure of Check-Valve;
   a. Needle Valve #3 Open, Needle Valve #1 Open – Needle Valve #2 Closed

3. Failure of Air Inlet to Open;
   a. Begin normal test procedures with Needle Valve #3 Open – Needle Valve #1 & #2 Closed. Prior to beginning Test #3 Assembly Pressure at Air Inlet Opening, close Needle Valve #3.
ASSE 1020 Pressure Vacuum Breaker Assembly

NV #1

NV #2

NV #3

TC #2

TC #1

TC #2 Detail
Faulted 1056 Assemblies

Possible failure simulations for ASSE 1056 Spill Resistant Vacuum Breaker Assembly

1- Leaking number two shut off
2- Leaking number two shut off with backpressure
3- Leaking check valve
4- Leaking number air inlet
5- Leaking number one shutoff
6- Air inlet valve will not open

Possible failure simulations for ASSE 1056 Spill Resistant Vacuum Breaker Assembly

Without modifications to the assembly body, two faults can be simulated.

1. Failure of #1 Shut-Off Valve;
   a. Needle Valve #1 Open -- Needle Valve #2 Closed

2. Failure of Check-Valve;
   a. Needle Valve #1 & #2 Closed. During Test #1 Tightness of Check Valve, when the air vent/valve screw is removed Open Needle Valve #2.
General Proctor Responsibilities

The proctor is responsible for maintaining an atmosphere that both protects the security exam and creates the best possible environment for an individual to take an exam.

The proctor is responsible for:
1. Ensuring that all required test materials (paper exam or on-line access) are available for the testing session.
2. Assuring that the individual taking the exam is actually the person who took the course.
3. Guarding against dishonesty during the testing session.
4. Providing clear instructions for taking the exam.
5. Maintaining an environment appropriate to taking an exam (i.e.: smoke-free, noise-free).
6. Checking for proper seating for each candidate, spaced appropriately to ensure that cheating does not occur.
7. Ensuring a clock is visible to candidates during the exam.

The proctor is prohibited from:
1. Taking the examination during the exam period being proctored.
2. **Leaving the room during the exam.**
3. Using personal communication and/or electronic devices during the examination, including cell phones, personal data assistants (PDAs), pagers and computers.

A candidate for certification is prohibited from:
1. **Leaving the room during the exam.**
2. Using personal communication and/or electronic devices during the examination, including cell phones, personal data assistants (PDAs), pagers and computers.
3. Communicating, orally or in writing, with anyone other than the proctor during the exam.
4. Discussing any part of the exam in groups, with partners or with the instructor is not allowed.

ASSE certification exams are closed book. All books, training materials and personal notes must be removed from the test site prior to receiving the test packet. Simple calculators are allowed during the exam. The use of cell phones as calculators is prohibited. All scratch paper shall be provided by the proctor, and collected with the test packet at the end of the exam.

Each exam has an allotted amount of time for completion which is noted in the instructions from ASSE to the proctor. The proctor should tell the candidates the exact starting time and when the exam must be completed.
Paper exams:
As each candidate completes the written (paper) exam the proctor is responsible for collecting:
1. Signed Instructional Objective Check List
2. Exam booklet
3. Application form
4. All scratch paper
5. Scantron answer sheet

ASSE grades the paper exams using a Scantron reader. Difficulties in processing the answer sheets have been a result of damage due to folding, spills, crinkling and excessive or incomplete erasing. Copies of an answer form do not work in the reader.

The proctor should count the completed tests to be sure that all have been collected. The number of tests returned to ASSE must be the same as the number that were sent. Please be sure to return the unused exams.

On-line exams:
ASSE provides the proctor with an exam code and password approximately 3 days before the exam is scheduled. The proctor should log in to the ASSE testing site in advance of the exam period to be sure that password works.
1. The proctor logs each student into the exam
2. The password is never to be given to the student
3. The password is case sensitive
4. If the connection is lost the proctor may log the student back in but they will need to start the exam over.
5. The proctor must send an email or call ASSE and explain why any student was logged in more than once.

Advantages of on-line exams
1. The student can go back and forth checking previous questions and answers.
2. The time clock helps them to manage the time allowed.
3. When the student finishes the exam they are given the option to know their score immediately.
4. If a student fails the on-line exam they receive the first re-test for free.
5. Re-testing must be done on a different test session.
Practical Exam 5110

Field Test Procedures:
ASSE recognizes that within the industry a number of field test procedures have been accepted and approved by various AHJs. Schools may use the ASSE or One Hose Procedures that are in the appendix of the Series 5000 standard or other recognized test procedures including the USC 10th edition procedures and the EPA procedures. The proctor shall be proficient in the specific test procedure being used during the practical examination.

The proctor is responsible for assessing the student on the following:
1. Knowledge of the steps to the procedures without assistance and without written materials
2. Knowledge and understanding of the assembly, its components, and of the hydraulic affects occurring during the different steps of the field test procedure
3. The ability to recognize and identify component failures within the assembly during the field testing procedures
4. Proper use of the field testing equipment
5. Proper and accurate completion the field test report forms provided by the school
6. Restoration of the assembly to its pretest condition

It is the proctor’s responsibility to fail any student who did not demonstrate competence in all 6 of the categories listed above.

The Student Performance Evaluation Report (SPER) packet is provided by ASSE as a tool to help the proctor to assess the student’s competence during the practical exam. If the exam is an on-line exam the SPER packet will be sent to the proctor in an electronic format. For paper exams, the SPER will be included with the testing materials. If the proctor does not choose to use the SPER packet please return it to ASSE so that we may reuse it. If the proctor does not use the SPER a Proctor Evaluation Report must be completed and sent to ASSE so that we know who passed and failed the practical exam.

All students for Tester (5110) certification or recertification must test the following 4 assemblies without the use of written test procedures or assistance:
1. 1013, Reduced Pressure Principle Backflow Prevention Assembly
2. 1015, Double Check Valve Backflow Prevention Assembly
3. 1020, Pressure Vacuum Breaker
4. 1056, Spill Resistant Vacuum Breaker

As of July 1, 2015 ASSE required that all 5110 certification exams include the testing of all 4 assemblies.

As of January 1, 2016 this must include 1 assembly in faulted mode.
Practical Exam 5130

Only proctors who are themselves ASSE 5130 certified can proctor the 5130 repairer exam. Below is a basic outline of what is required for the practical portion of the repair exam, additional details will be added at future training sessions.

Students taking the Repairer exam (5130) must disassemble and reassemble at least the following 5 assemblies:

1. 1 x 1013 RP's (2 1/2 inches or larger)
2. 1 x 1015 DC (2 1/2 inches or larger)
3. 1 x 1020 PVB (1 1/2 inch or larger)
4. 1 x 1056 SRVB (3/4 inch or larger)

The four (4) assemblies must be of different makes and models. Each applicant must document the repairs on a test report form and submit it to the Proctor for review. The student must test all 4 assembly types and demonstrate that they know and understand the procedures. ASSE allows for the demonstration of the test procedures to be on smaller, in-line assemblies.

The proctor is responsible for assessing the student on the following:
1. Safely disassembled the assemblies
2. Properly determined the malfunction, if any
3. Adequately determined what needed to be done
4. Properly reassembled the assemblies
5. Demonstration of the steps to the procedures without assistance and without written materials
6. Proper use of a test gauge
7. Properly completed the test report forms provided by the school
8. Restored the assembly to working condition

It is the proctor's responsibility to fail any student who did not demonstrate competence in all 8 of the categories listed above.

The Student Performance Evaluation Report (SPER) packet is provided by ASSE as a tool to help the proctor to assess the student's competence during the practical exam. If the exam is an on-line exam the SPER packet will be sent to the proctor in an electronic format. For paper exams, the SPER will be included with the testing materials.
Proctor Evaluation Form for Practical Portion of Exam

Proctor Name: Michele Kilpatrick  
School: Backflow School  
Type of Test: Recertification Exam  
Date of Test: 11/1/2015

List your students alphabetically and indicate whether the student passed or failed the practical (hands-on) portion of the exam.

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>Which Assembly was Faulted?</th>
<th>Which Component was Faulted?</th>
<th>Practical Exam</th>
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<tbody>
<tr>
<td>1. Smith</td>
<td>John</td>
<td>RP</td>
<td>#2 Shut off Valve</td>
<td>☒ PASS</td>
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<td>2. Tew</td>
<td>Donald</td>
<td>DC</td>
<td>Check Valve #1</td>
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I hereby attest that the above named students have been tested in accordance to the ASSE Proctor Guide Sections VI & VI; including one assembly in fail mode for the 5110 certification and re-certification.

Signature: Michele Kilpatrick

...
ASSE International  
Practical Examination  
Student Performance Evaluation Report

Proctor Name: Michele Kilpatrick  
Student Name: Dan Tew

Reduced Pressure Principal Backflow Preventer (RP)  
ASSE Standard #1013  
Field Test Evaluation

1. Was this assembly faulted?  YES (X)  NO ( )  
   If yes, which component?  #2 Shut off valve

2. Did the student properly record the information on the test form?  YES (X)  NO ( )

3. Did the student properly use the test equipment?  YES (X)  NO ( )

4. Did the student confirm the proper opening point of the relief valve?  YES (X)  NO ( )

5. Did the student satisfactorily evaluate shut-off valve #1?  YES (X)  NO ( )

6. Did the student satisfactorily perform the test procedure for evaluation of shut-off valve #2?  YES (X)  NO ( )

7. Did the student satisfactorily perform the test procedure for evaluation of check valve #1?  YES (X)  NO ( )

8. Did the student satisfactorily perform the test procedure for evaluation of check valve #2?  YES (X)  NO ( )

9. Did the student properly evaluate the performance of the backflow prevention assembly?  YES ( )  NO (X)

10. Did the student restore the assembly to pretest status?  YES (X)  NO ( )

For Official Use Only

Test Date: 11/11/15  
Location: Mokena, IL

I certify that the above named applicant has been tested and has PASSED the practical test as established by ASSE International.

Proctor's Signature: Michele Kilpatrick  
OR  

□ FAILED  
Proctor's Signature: ____________________________