ADP Proctor Instruction

Revision 4 (3 January 2012)

NOTE TO ALL PROCTORS: Please read the following instructions aloud to the participants before the ADP Proctored Assessment session begins. Thank you.

Welcome to the IATF Proctored ADP Assessment day.

If you are here for Retake Assessments, then here are the timings for each:

RETAKE TIMING:

Knowledge Retakes by competency –
ISO/TS 16949 Retakes (50 questions, 50 minutes)
SPC, MSA, FMEA, and Rules Retakes (all have 25 questions, 25 minutes each competency)

Application Retakes by competency –
All Application Retake competencies (Rules, Process Approach, ISO/TS 16949, Core Tools, and Non-conformity Management) are 1 hour and 30 minutes. Question count varies by Retake variant you are assigned.

If you are here for the initial Knowledge and Application Assessments, the assessment consists of five parts:

- Knowledge Assessment: Timed multiple-choice questions which are divided into 2 sections. There are 20 questions per competency,
  - Section 1 includes ISO/TS and Rules 3 in 40 minutes
  - Section 2 includes FMEA, MSA, and SPC in 60 minutes

- Application Assessment: Timed case study-based assessment which is divided into 3 sections.
  - Section 1: includes Stage 1 (20 questions) and Audit Planning (20 questions) in 105 minutes
  - Section 2: Stage 2 Site Audit (17 questions) in 75 minutes
  - Section 3: includes Surveillance Audits (19 questions) and Recertification Audits (15 questions) in 90 minutes

- Overall Assessment Timing: Please note that ADP Assessment loading times do not count toward your total assessment time.

  There is a clock timer for each section that appears during the assessments. If you are more comfortable with that hidden, just click and drag the timer down to the bottom of your screen.

The ADP does not count loading time for resource files against the participants. Thus, an auditor who reviews many resource files during the Application Assessment will run longer than other participants who did not open as many resource files.

In order to accommodate for this, participants are allowed to work into their break times without penalty. However, once it is time to start a new section, all participants are required to start together.

Please be sure to read your on-screen instructions carefully as I am not able to assist you with the specific assessment questions.

- Lunch *(Proctor to provide details)*

- You are allowed to utilize the following documents throughout the Assessment Day:

  - ISO/TS 16949:2009 document
  - ISO/TS 16949 Sanctioned Interpretations (SIs)
  - ISO/TS 16949 Frequently Asked Questions (FAQs)
  - Rules 3rd edition document
  - Rules 3rd edition Sanctioned Interpretations (SIs)
  - Rules 3rd edition Frequently Asked Questions (FAQs)
  - Translation dictionary (hard copy)

- You are not permitted to have a mobile/cell phone, personal laptop or other electronic device in your possession during the proctored sessions. Please ensure all electronic devices are turned off and placed with me before the Assessment day begins.

- If you experience technical difficulty during the session, please raise your hand and a proctor will come to see what the issue is and contact IT support as necessary.

- Assessment Results: After completion of the Knowledge and Application Assessments, you will be able to view your assessment scores in the ADP. Additionally, you will also receive an email indicating that your scores are available on the ADP for future reference. The IATF-approved Certification Body (CB) ADP approved administrators at each CB will also receive an email indicating that your competency profile is available for viewing in the ADP.

- **Logging in:** You will use the access code you were given to access the assessments once you have logged into the ADP. Please follow these steps:

  - Log into the ADP using the email address and password you used to register originally in the ADP
  - Select Knowledge Assessment (or Retake Assessment)

- You are now asked to enter your access code
- Once entered you may now start the assessment
- Should you at any time become logged out of the ADP, please exit the web browser and re-open it. After re-entering the ADP, you will be prompted to re-enter the same access code provided when you signed in.

- Are there any questions?

- Ok please login and begin the assessments.

Change History Log:

16 June 2010	Issued original Proctor Greeting Instructions to proctors.	Rev 1
03 June 2011	Minor grammatical changes made in document and added a sentence about "If you experience technical difficulty during the session, please raise your hand and a proctor will come to see what the issue is and contact IT support as necessary."	Rev 2
27 Sept 2011	Revised total question number for Application Assessment, Stage 2, to 17 questions. This reflects the AA3 update. AA2 was 25 questions for Stage 2.	Rev 3
3 January 2012	Added Retake timing clarification.	Rev 4