What is an AWS Test Supervisor?

Test Supervisors oversee exams from the American Welding Society. The goal of a test supervisor is to ensure that all who take the exam receive equitable treatment, that all testing procedures are followed and that all candidates have the same opportunity to perform on the exam. Exact duties vary by exam type, but all test supervisors have some common duties.

**Validate Facility**

Prior to the exam, the American Welding Society has secured the testing site. Supervisors must inspect testing facilities and ensure that all necessary supplies are on hand. Testing locations should be quiet and situated so that distractions are eliminated or minimized. Facilities must be adequately lit, and there must be enough tables and space for the number of people scheduled to take the exam. If necessary for the particular event, the supervisor verifies that the facility is accessible to the physically disabled and that any special accommodations needed are in place. The supervisor also makes sure that supplies, such as pencils and calculators, are stocked. If any issues with the testing site are noted, supervisors must contact AWS immediately. Just before candidates are admitted, test supervisors see that nothing in the room could provide exam answers, such as scraps of paper left by previous candidates or conversations from previous candidates nearby.

**Secure Exams**

Test supervisors will receive the exams days prior to the exam. All exam materials must be kept in a secure location. A locked cabinet will be sufficient, but only those with authorization to see the material can have keys. After the exam, the test supervisor must again secure all materials, including completed exams. Test supervisors will be required to sign a confidentiality agreement with AWS.

**Admit Exam Candidates**

It is the responsibility of the test supervisor to verify the identity of those taking the exam. The supervisor must check a candidate’s driver’s license or passport. No one who is not scheduled to take the exam should be admitted, and no one who cannot produce the required identification should be admitted. Supervisors also make sure that candidates do not bring forbidden items, such as unauthorized books or cell phones, into the testing facility.

**Administer Exam**

The test supervisor distributes the exam materials to the candidates taking the exam. This consists of an exam booklet, an answer sheet, and any tools that are permitted, such as hand calculators. While the exam is underway, supervisors watch for any signs of cheating. Although supervisors cannot offer assistance that would help candidates answer exam questions, they can respond to other requests; for example, a candidate might need another pencil. AWS exams are timed, therefore the supervisor tracks the time and will issue periodic updates on how much time remains. At the end of the exam, the supervisor must be sure that all materials are collected, including the scratch paper used for calculations. All exams and answer sheets must be counted to verify that none are missing before candidates are allowed to leave.
Steps to becoming an AWS Test Supervisor:

1. Submit application
   b. Pre-requisite: CWE or other education certificate issued by state (if retired, provide credentials and dates)
   c. List of References/written recommendations
   d. Boundary of geographical location applicant is willing to cover

2. Phone Interview with AWS
   a. At least one certification staff member in management

3. In person or Virtual Interview at AWS Headquarters or via Skype as necessary
   a. At least 2 certification staff members in management

4. Training as available (obtained from AWS)
   a. In person and/or virtual as available
   b. Review current version of AWS Standard Testing Procedure
   c. Review recorded PowerPoint of AWS Standard Testing Procedure
      i. When available, review recording of AWS Test Supervisor training date 12/5/2016.
   e. Complete a short online assessment based on training

5. Sign required documents
   a. Confidentiality agreement
   b. Conflict of interest

6. Test Supervision Audit
   a. Training evaluation form completed by existing supervisor
   b. Attend at least two trainings with two different existing supervisors
   c. Repeated as necessary