



OO Online Qualification Program Classroom Instructions and Handout

The Northeast Gas Association OQ Qualification Program is an accreditation and credentialing program, not a training program. Each participant is expected to have received extensive classroom and hands-on training prior to participating in this NGA Qualification Program.

Please Note: In alignment with NGA's continual commitment to protect the integrity of the testing process, only Examinees, NGA authorized Auditors, LDC Auditors, government officials, and, when necessary, IT support professionals and Examinee Site Representative will be allowed in the classroom during the testing session.

Classroom Instructions

1. Each Examinee has received and must **read** the NGA OQ Examinee Agreement before they sign the NGA OQ Examinee Agreement Sign-in Sheet.
 - a. Each Examinee must fill-in the NGA OQ Examinee Agreement Sign-in Sheet completely with printed name, signature and company affiliation.
 - b. If an Examinee does not wish to sign the NGA OQ Examinee Agreement Sign-in Sheet, then the Examinee will be dismissed by the Examinee Company Site Representative from staying and taking part in any OQ testing.
2. Except when the Proctor needs IT support from the Examinee Company Site Representative, only Examinees, Proctors, NGA authorized Auditors, LDC authorized Auditors, government officials, and other NGA or Proctor authorized individuals will be allowed in the classroom during the testing session.
3. Personal electronic devices are not allowed to be in the possession of an examinee during testing. This includes cell phones, iPods, pagers, tablets, watches or another electronic device. If you need to store your devices, please do so after these instructions are read.
4. During the testing session, the only items allowed on your desk are your assigned computer for online testing, your government issued photo ID, and Proctor sanctioned, but Examinee Company provided, Examinee assignment test sheet, #2 lead pencil, and note paper. All other personal items (e.g., coats, hats, gloves, etc.) cannot be left on the Examinee's desk and, therefore, should be stowed away.

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5. There shall be no drinking or eating during the testing period. Any food or beverage brought in for later consumption must not be left on the Examinee's desk and, therefore, stowed away.
6. There shall be no talking or attempting to view another Examinee's computer monitor. Please note that all test questions and answers are scrambled on all terminals and tests, such that, the questions or question sequence is not the same for all Examinees.
7. The Examinee shall never take any notes, perform any copying (e.g., photographing, writing, downloading, etc.) or external transmission of test questions or answers from the online tests.
 - a. If an Examinee requires a writing utensil or paper, the Examinee will raise his/her hand. When the Proctor comes to the Examinee's work-station, the Examinee can request from the Proctor a #2 lead pencil and note paper.
 - b. After the Examinee completes the OQ test, the Proctor will collect any #2 pencils, all paper, including Examinee's test assignment sheets, from the Examinee. All Examinee paper will be under control of the NGA Proctor and either carried away for offsite disposal or shredded at host company site.
8. If an Examinee leaves the classroom prior to completing or submitting an OQ test, and without logging out, the Proctor will close the Examinee's test which will result in a failing grade.
9. Any breaks, such as, restroom use should be limited and are only permitted upon completion and submission of a test.
10. If an Examinee leaves the classroom for any reason the Proctor must re-verify their government issued photo ID before they can re-enter the classroom.
11. Once the Examinee has completed testing and logged out for the day, they are to leave the test classroom as soon as possible and take any belongings with them.
12. When an Examinee wants to begin a new test, the Examinee must raise his/her hand to attract the NGA Proctor's attention to authorize the new test.
13. Be patient when waiting for the Proctor's assistance and avoid making any noises that may disturb other Examinees.
14. Incorrect test answers will be displayed at the completion of each test provided that you achieved a minimum passing score of 80%. Again, the Examinee is precluded from taking any notes.

15. If these instructions are **not** followed either individually or collectively, Proctors are instructed to contact the Examinee Company Site Representative and NGA which may result in testing failure of an individual or the entire class. Does anyone have any questions regarding these instructions?
16. Additionally, if any of the Examinees has any concerns with today's testing session (e.g., report cheating, misbehavior, etc.), please email NGA at shenry@northeastgas.org or call Steve Henry @ 781-455-6800 x 101.