

NEW MEXICO ENVIRONMENT DEPARTMENT
Utility Operator Certification Program
Operator Certification

EXAM REVIEW STANDARD OPERATING PROCEDURE

February 20, 2008

Standard Operating Procedure for Administering the Utility Operator Certification Exams Reviews

Authority: State of New Mexico Utility Operator Certification Regulations 20.7.4.21 E (3)

Regulation Statement: “All examinations will be graded and the applicants notified of the results. Examination papers will not be returned to the applicant, but may be reviewed by the applicant at the department office.”

1. Examinees may request by phone or in writing an examination review:
 - a. Reviewer must notify the UOC Office 7 days in advance of review, and complete the review and,
 - b. No less than Sixty days in advance of the exam session they select to retest
2. Examinee may only review the latest exam(s), which they have taken.
3. Examinee will set a time and date with the Facility Operation Section Staff.
4. Examinee will be the only person allowed to review the failed exam.
5. Examinee will sign the answer Key and provide photo ID.
6. The following items shall be provided and remain in the to Review Room:
 - a. Exam Booklet
 - b. Scratch Paper
 - c. #2 Pencils
 - d. Calculator

The following items shall **not** be allowed in Review Room:

- a. Personal Pagers
 - b. Cell Phones
 - c. Programmable calculators
 - d. Study Material, notebooks;
 - e. Or any other material that maybe at the discretion of the Facility Operations Section Proctors
7. Review Sessions shall be approximately one hour per exam in length.