

2018 Examiner Handbook Quiz

To assess your understanding of the role of Examiners please answer the following questions and **bring this quiz with you to the three-day TNCPE Examiner training session.**

True or False

1. No one can serve on the Board of Examiners if s/he has not attended the three-day training course.
T F

2. The team leader is the only examiner that may contact the applicant after the site visit to clarify responses as we complete the final report.
T F

3. To meet critical team deadlines, it is acceptable for my administrative assistant or other members of my staff that have been trained as examiners to edit my observations and/or feedback-ready comments.
T F

4. When doing the independent review, I should visit the applicant organization's website for additional information.
T F

5. My service on the 2018 Board of Examiners ends once the Panel of Judges meets and the awards are announced.
T F

6. Cell phones should be set to vibrate during site visit interviews.
T F

7. At the conclusion of my site visit, TNCPE will automatically reimburse me for the appropriate site visit per diem.
T F

8. The conference and awards banquet is the proper time to approach and congratulate the organization I reviewed.
T F

continued on reverse

9. Once I have completed examiner training, I may add 2018 TNCPE Board of Examiners to my business cards and resume.

T F

10. Only organizations headquartered in Tennessee may apply for TNCPE awards.

T F

11. Evaluating a real application will take less time than my pre-work.

T F

Multiple Choice

12. If on site visit an Examiner suspects s/he may have a conflict of interest, s/he should:

- (a) ask the applicant contact person if s/he objects to their participation
- (b) refrain from participating in site visit questioning and turn focus to closing meeting
- (c) immediately call the TNCPE office

13. If your assigned applicant approaches you with an offer of employment:

- (a) you may accept only if it has been three or more years since your site visit
- (b) you may accept only if it has been five or more years since your site visit
- (c) you may accept, provided the applicant sends a signed waiver to the TNCPE office
- (d) you may not accept

Fill in the Blank

14. If a second-year examiner completes training but is unable to fulfill his/her team obligations, TNCPE will send an invoice for the examiner training fee in the amount of \$_____.

15. The Baldrige Excellence Framework is offered in three versions or formats:
_____, _____, and
_____.