

## 2019 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 a friend or colleague that is a trained examiner to assist me in editing my observations and/or feedback-ready comments.  
T            F
4. When doing the independent review, I should visit the applicant organization's website and social media sites for additional information.  
T            F
5. My service on the 2019 Board of Examiners ends once the Panel of Judges meets and the awards are announced.  
T            F
6. Cell phones should not be brought to the applicant's facilities during the site visit.  
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. Only organizations headquartered in Tennessee may apply for TNCPE awards.  
T            F
10. The amount of time I should expect to spend evaluating my applicant, including site visit, is 45-50 hours.  
T            F

### Multiple Choice

11. If upon arrival at the 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
12. 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

13. How should you refer to your applicant while working on independent review and consensus review with your team? \_\_\_\_\_
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 \$\_\_\_\_\_.