



International Fluid Power Society

• The International Organization for Fluid Power and Motion Control Professionals •

Written Certification Test Proctor Instructions

The exact number of tests is enclosed for this session. Tests are included only for those who have pre-registered with the Fluid Power Society. There are no extras included for “walk-ins.” Each individualized certification test packet includes the following:

1. ID/Instruction Sheet
2. Answer Key
3. Test Booklet

The Fluid Power Society offers the following written certification examinations: Mobile Hydraulic Mechanic (MHM), Industrial Hydraulic Mechanic (IHM), Pneumatic Mechanic (PM), Mobile Hydraulic Technician (MHT), Industrial Hydraulic Technician (IHT), Pneumatic Technician (PT), Hydraulic Specialist (HS), Conductor & Connector (CC), and Pneumatic Specialist (PS). Each individual registered for this test date and location will be taking one of the above mentioned tests.

The Proctor’s Packet includes:

1. Proctor Instructions
2. Test Candidate Instructions
3. Sample covers of FPS Manuals/Study Guides (NOT ALLOWED in test room)
4. UPS return shipping materials
5. List of Test Candidates

The following procedures should be followed closely on the day of the test:

IMPORTANT: As you pass out the test packets, please request identification from each candidate such as a driver’s license or Social Security card.

The Manuals/Study Guides issued by FPS in preparation for certification tests **ARE NOT ALLOWED** to be used as references during the tests. Reference books with notes inside them that are taped, stapled, glued, etc. **ARE NOT PERMITTED**. Sample Manual/Study Guide covers are attached. Please be sure that the candidates are not using these documents as reference materials during the test.

Each candidate **IS ALLOWED** to bring in technical reference books to be used during the test. Technical reference books must be soft or hard bound and copyrighted. Hand written formulas **ARE PERMITTED** in the technical reference books. No other books, notebooks, typed or hand written notes are permitted.

Check to see that all calculators are hand-held, non-programmable, have no word processing capabilities, and are silent.



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Cell phones MAY NOT be brought into the testing room.

Scrap paper IS NOT PERMITTED. Candidates should make all notes and calculations in their Test Booklets.

The proctor SHALL NOT answer any questions concerning any of the individual test items.

Advise the candidates to use the restroom BEFORE beginning the test. Thereafter, only one person is permitted to leave the room at a time.

The proctor MAY NOT leave the room during the test. Review trainers and fluid power instructors are not permitted by FPS to proctor written certification tests.

Test duration is not to exceed three (3) hours. Please inform the test candidates of the time remaining in ½ hour increments either verbally on a chalk board / white board.

At the end of the test session, please make sure that each candidate turns in his/her ID Sheet, Answer Key and Test Booklet. ALL of these materials MUST BE RETURNED and UNDER NO CIRCUMSTANCES may a test candidate be allowed to keep their Test Booklet.

Place all ID Sheets, Answer Keys and Test Booklets in the TYVEK envelope then inside the UPS pack to send back to FPS Headquarters.

Please advise FPS Headquarters of any irregularities that may have occurred during the test session or any suggestions you may have for improving the process.

We thank you for your assistance with this test offering.

Sincerely,

A handwritten signature in black ink that reads "Ray Hanley". The signature is written in a cursive style.

Raymond F. Hanley
Vice President - Certification

Education Certification Professionalism

Mailing: P.O. Box 1420 • Cherry Hill, NJ 08034-0054 • Shipping: 1930 E. Marlton Pike A-2 • Cherry Hill, NJ 08003
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Society: <http://www.ifps.org> Fluid Power Journal: <http://www.fluidpowerjournal.com>