

# Test Procedures

## For Candidates and Proctors

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The Home Energy Score exam consists of two tests (Part I & Part II) which are accessed through two separate websites.

### Part I: Training Portal Test (multiple choice)

Part I of the exam tests the candidate's knowledge and understanding of both the Home Energy Score Tool and proficiency in building science. The test is located on the NTER Training Portal website, and requires a test password (provided by the proctor) to access.

The test consists of 50 multiple choice questions, which are randomly generated from a larger pool of test questions. Approximately 35 percent of the test questions are related to the Home Energy Score, and approximately 65 percent of the test questions are related to building science. Candidates have 90 minutes to complete the test. There is a countdown clock on the test screen so each candidate will know exactly how much time they have to complete the test.

A score of 80 or higher is required to pass the test. A candidate that does not pass Part I should make arrangements with their Partner organization to re-take the test at a later date. The test may only be taken by each candidate one time per day. Candidates are allowed to take the test up to three times. Any candidate who does not pass Part 1 after three attempts is not eligible to become a Qualified Assessor.

❖ To begin Part I each candidate must:

1. Log in to their training portal account at [trainingportal.ee.doe.gov](http://trainingportal.ee.doe.gov) and enter the username and password they created to access the Training Portal
2. Click on **Home Energy Score – Qualified Assessor 2012**
3. Click on **Home Energy Score and Building Science Test**
4. Click on the **“Start the Test”** button
5. Enter the test password provided by the proctor and click the **“Submit”** button

❖ To navigate and complete the test each candidate should:

- Use the **“Next”** and **“Previous”** buttons at the top of the test screen to navigate through the test. Do not use the back arrow/button on your web browser.
- Use the **“Postpone Question”** button if you choose to skip a question until later; the question will be moved to the end of the test. However, all of the questions can be reviewed before finishing the test.
- Use the **“List of Questions”** button to access the list of 50 questions from the test – this is useful if there are questions you want to return to and review, or to change your answer.
- Use the **“Finish the Test”** button to complete the test; the answers will be processed and the test results will be displayed immediately.

## Part II: Home Energy Score Test (practical)

Part II of the exam tests the candidates' ability to successfully utilize the Home Energy Score Tool by correctly assessing, calculating, and entering data from three sample houses. The sample house information will be provided by the proctor at the time of the test. The candidate must score each of the sample houses to within one score point or 10% of the correct energy use calculation. Any house that is scored incorrectly by the candidate will require a re-test.

*Please note: Occasional technical issues have been reported when the Home Energy Score is accessed through some versions of the Internet Explorer web browser. We recommend that candidates access the Home Energy Score through another web browser such as Chrome, Firefox, or Safari if possible.*

❖ To take Part II of the test each candidate must:

1. Go to the Home Energy Score website at [homeenergyscore.lbl.gov](http://homeenergyscore.lbl.gov) and click on **“Login”**
2. Type their full OpenID URL into the sign in field and click the **“Log In”** button
3. Type in their OpenID password and click **“Enter”**
4. Score the three sample houses from the **“Practical Test Sample Houses”** document provided by the proctor
  - a.) Always enter the current date when scoring a house
  - b.) Be patient while the house data loads – sometimes this can take up to a minute or more
  - c.) Enter all pertinent data, check the Summary for missing data, and click on **“Create Label”** and **“OK”** to complete the score for each house

The candidate will have **two hours to complete** Part II of the test. Each candidate must score each of the three sample houses by entering the house characteristics data into the Home Energy Scoring Tool. There is no countdown clock on this part of the test, so the proctor should time the test and end the test after two hours.

If you run into a critical hang-up with the Home Energy Score please try using the browser's back button to get back to the dashboard. If this doesn't work, close your browser and log in again. Most often the house information will not be lost and you'll be able to start where you left off. Please let us know of any issues by emailing the technical team at [assessor@sra.com](mailto:assessor@sra.com). Please write down the Session ID number (located in the top left corner of the screen just above the home address), the user's name, the error message, and when/where (at what point during the data entry or label creation) the error occurred.

If you continue to have problems you can try contacting the technical team directly:

Erik Lundquist.....240-514-2701

Glenn Dickey.....240-514-2859

## Appropriate Test Conduct *for Assessor Candidates and Proctors*

### ➤ **Candidates:**

- May use a calculator for the exam
- Must not use books, guides, notes, or any supplemental materials other than the “Practical Test Sample Houses” hand-out
- Must turn off and store cell phones and other communication devices – no texting, email, phone calls, or phone camera use
- Should remain at their desks during the test; if a candidate has a question they should raise their hand and the proctor will assist them
- Must not help or communicate with other candidates during the test
- Must not access any websites other than the two testing sites ([trainingportal.ee.doe.gov](http://trainingportal.ee.doe.gov) and [homeenergyscore.lbl.gov](http://homeenergyscore.lbl.gov) )
- Must not access any notes or documents stored on the test computer
- Must return the “Practical Test Sample Houses” hand-out and any other paper used during the test to the proctor upon test completion

### ➤ **Proctors:**

- May only answer candidates’ questions related to the test operation
  - May not attempt to interpret or explain test questions for the candidates
  - May not provide test answers or clues to the candidates
- Monitor the candidates throughout the test
  - Sit behind the candidates to view the candidate’s computer screens, or
  - Wander the room to ensure that all candidates comply with test conduct
- Be attentive to candidates’ behavior during the test, and maintain test integrity by ensuring that:
  - Candidates are not looking at other candidates’ work
  - Candidates are not talking or sharing information
  - Candidates are not browsing the Internet
  - Candidates are not capturing test questions while taking the test, for example using the CTRL+ PrtScn keys for screen capture and email or save it to their computers
- Retrieve all paper used by the candidates during the test, especially the “Practical Test Sample Houses” hand-outs
- Keep time during Part II of the exam, and end the test after two hours
- Assist the candidates with technical difficulties (computer problems, internet connections, etc.) – if there is a critical hang-up, contact the Technical Team (an emergency phone number will be provided in the instruction email)

## Test Results

- ❖ Part I will be graded automatically at test completion and the results will be available to the candidate immediately. **A score of 80 or above passes this portion of the test.**
- ❖ Part II will be manually reviewed by the Home Energy Score Technical team and results will be provided to the candidate, the Partner, and the proctor within one week. If a candidate fails to score one or more of the three houses correctly, they will need to schedule a re-test to score one more house for each house they scored incorrectly.
- ❖ If a candidate scores less than 80 (fail) on Part I they may still continue on to Part II. If a candidate fails either or both parts of the exam they will need to return at a later date to retake whichever part they did not pass.
- ❖ Candidates can take both Part I and Part II up to three times. If a candidate fails either part three times (or incorrectly scores four test houses) they are no longer eligible to become a Qualified Assessor.
- ❖ Once a candidate has passed both parts of the exam they become a Qualified Assessor with full access to the Home Energy Score Tool. An email notification will be sent to the Qualified Assessor, the Partner, and the proctor. Qualified Assessors are allowed to use the designation “Home Energy Score Qualified Assessor”.