



# STEP Test Proctor Instructions

The STEP Test (Screening Tool for the Evaluation of Personnel) is similar to the MECH Certification test, but does not award certification. Facility administrators and maintenance supervisors may use the STEP Test to screen potential new hires, determine training needs or evaluate mechanics after training.

## Instructions for Administering the STEP Test:

1. Alert the MECH National Coordinator when you have received the STEP Test package. You have a total of **ten business days to administer all tests**.
2. Carefully open the STEP Test package, and **retain original packaging** for return shipment. The test booklet and answer sheet are sealed together in an envelope. Make sure the number of envelopes received matches the order, and all envelopes are sealed. The MECH National Coordinator will email you a pre-paid return shipping label.
3. Store STEP Test material in a secure location to which only you have access, such as a locked drawer or cabinet.
4. Make sure that you administer the STEP Test to the correct examinee(s) within ten business days. **Any unused tests must be returned with original seals intact**, and will be subject to a \$30 restocking fee.
5. Choose a room to administer the test that is:
  - Secure, having a door that can be closed
  - Quiet and free from distractions
  - Well-lit
  - Comfortable in temperature
  - Furnished with desks and chairs
  - Large enough to leave plenty of space between examinees
6. Provide examinees with #2 pencils and scratch paper. If needed, you may print extra answer sheets from the “Proctor Info” tab on [www.mech-certification.org](http://www.mech-certification.org). The website also provides a “Test In Progress” sign which you may hang on the test room door to notify others that testing is taking place.
7. Have a watch or timer for you to monitor the time during test administration. The STEP Test is timed for two hours.
8. No other persons besides the examinees and yourself should be present during testing.
9. Examinees should not have pens, paper, bags, radios, pagers, cell phones or other equipment with them during the test. A non-programmable calculator is permitted.
10. **Before allowing examinees to open their test envelopes, read this statement word for word:**

“Please fill out the top of your answer sheet legibly, using all capital letters. Answer sheets that are illegible may result in forfeiture of test results.”

*(Pause)*

“Answer all questions by completely darkening in the appropriate bubble. To change an answer, erase completely then darken the oval for the desired answer. Do not fill in more than one bubble for a question, this will be scored as a wrong answer. Questions left blank are also scored as a wrong answer. Do not make any marks in your test booklet.”

*(Pause, answer any questions at this time.)*

“The time limit is two hours. You may open your envelope now. Read the instructions on page one, then begin the test.”

11. Note the start time or **start your timer for two hours**. Remain in the test room during the entire test.
12. Monitor the candidates during the test period. Candidates are not allowed to talk during the test. Only one candidate at a time is allowed to leave the test area during the test period for personal hygiene reasons. All materials are to remain in the room, and no materials are allowed back in upon the candidate's return. Do not "stop the clock" during the absence.
13. At **one hour and 50 minutes, announce**: "There are ten minutes remaining before the end of the test period."
14. At the **end of two hours, announce**: "The test period has ended. Please put your pencils down. Place your answer sheets and scratch paper inside your test booklet."
15. When the examinee(s) finishes or at the end of the test period, **make sure each examinee places all test material back into the envelope**, including scratch paper used. Each examinee will then pull out the flap of the envelope and seal it, then sign the statement on the envelope.
16. Gather all envelopes, and make sure they are sealed and signed.
17. Use the same packaging in which you received the test materials and the shipping label that is emailed to you to return the STEP test(s) for scoring.

Score results are delivered to the supervisor or facility manager who ordered the test(s) via email in approximately 10 business days.

**For questions or further information:**

mech@mech-certification.org  
(616) 662 - 1315  
www.mech-certification.org