

ABC National Craft Championships Testing Guidelines and Procedures

NCCER has provided knowledge-based testing for the ABC National Craft Championships for many years, and we are excited to work with you again this year. We have set up a simple test registration process and will work with each chapter to ensure competitors are able to test before the competition. Please review the information below in its entirety to prepare for testing.

If you need additional information, please contact NCCER and be sure to mention “ABC NCC testing” to be transferred to the appropriate person.

NCCER customer service can be reached at (888) 622-3720.

Registering competitors for the testing session:

- Chapters will register each competitor for testing so NCCER can appropriately coordinate with the chapter/proctor and report to ABC National. NCCER will work with the chapter representative to schedule testing; we will NOT communicate directly with competitors. The ABC NCC test registration form must be submitted for **each competitor** at least **two business days prior to the desired testing date**.
 - All competitors must have a NCCER card number to be registered. If your competitor needs a card number, they can create one here.
- Testing may be scheduled on weekdays from 7 a.m.- 9 p.m. ET between the dates of **Feb. 7 and Feb. 25, 2022**. If testing can only be done outside of these hours, please contact NCCER to coordinate. Let the representative know you are calling about the ABC National Craft Championships and your call will be transferred to the appropriate person. NCCER customer service can be reached at (888) 622-3720.
- Once the registration form has been submitted, NCCER will reach out to the chapter representative via email within two business days to confirm competitor information, test date and time and the proctor of record. This email will include detailed testing guidelines and procedures.
- Detailed proctor guidelines and procedures will be provided with each testing session confirmation email.

Preparing for a testing session:

- All tests will be administered in NCCER’s online testing system.
- NCCER will assign and authorize all tests based on information provided in the registration form. Proctors may not assign or authorize tests for competitors.
- Each NCC test is 100 questions, with a two-hour time limit.
- All tests are closed book and must be visually proctored **in person** by a NCCER-certified curriculum proctor, assessment proctor or assessment administrator in the same room as the competitor. **NCCER-certified instructors are not permitted to proctor NCC knowledge tests.**
- Proctors must call NCCER from the testing room to request authorization for the testing session and again to confirm that all tests have ended properly.

- Allowed reference materials—**IMPORTANT!** At the time of testing, all reference materials must be checked by the proctor of record to ensure no notes or additional information have been added.
 - The 2017 National Electrical Code book will be allowed for the **electrical commercial industrial and electrical residential commercial** knowledge tests.
 - The Pipe Fitter’s Blue Book will be allowed for the **pipefitting** knowledge test.
 - A basic function calculator is part of the NCCER testing platform and available to all test-takers once they enter their test. Scientific/graphing calculators are prohibited.
- Chapters nor competitors will see the results of the NCC knowledge exam. Scores will be shared with ABC National only.

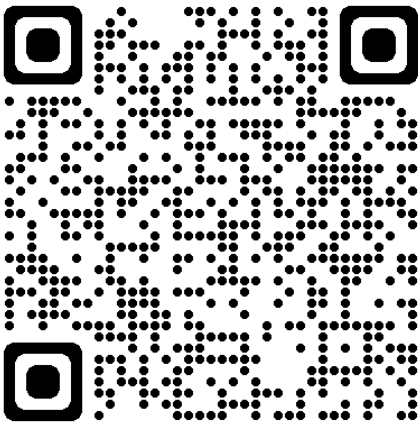
Day-of test-taker guidance:

NCCER recommends that test-takers arrive at least 30 minutes prior to their scheduled time to check in and be prepared to begin at their designated time. All test-takers **must** present an acceptable form of **photo ID** to the proctor of record before testing can begin.

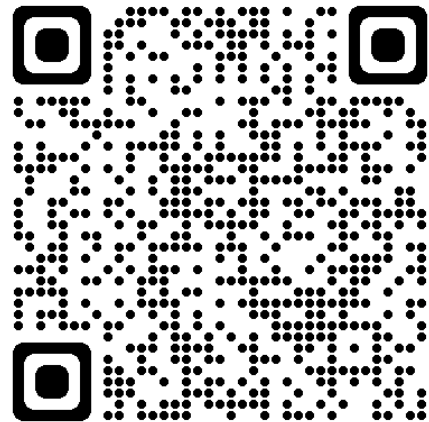
Acceptable forms of **photo** identification are:

- Government-issued ID (driver’s license, passport, REAL ID, etc.)
- Company-issued ID

You can also access the ABC NCC test registration and create a card number forms by scanning the following QR codes with your smartphone or tablet:



NCC Registration Form



Create a NCCER Card Number