

## **ACE CREDIT Quality Assurance Questionnaire**

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### **Complete this form for examination evaluations only.**

Provide complete information for each item using the format below. Attach printed materials that augment your answers and label applicable portions with the item number. The organization's official responsible for administering examinations must sign and date the completed submission. Return the completed questionnaire via email to [creditinfo@acenet.edu](mailto:creditinfo@acenet.edu)

### **1. Administration**

Provide the organization's name and address.

Provide a brief history of the organization, including the founding date, name changes, and any changes in ownership and management.

Briefly describe the examination component of your organization, including:

Mission/major objectives.

Number of examinations offered annually.

Number of individuals tested annually.

### **2. Proctoring System and Proctor Qualifications**

Describe the proctoring system

Describe the qualifications and procedures for the selection of proctors

Outline the security measures taken to ensure the integrity of the examination(s)

### **3. Examination Development**

Describe the procedure for developing and revising examinations.

Describe your organization's means for external review and assistance in examination development (i.e., board of visitors, consultants, etc.).

### **4. Records**

Describe how your organization records the participants' successful completion of the examination.

When did your organization begin keeping records of participants' successful completions?

Attach a sample of a participant's record of successful completion.

## 5. Evaluation of Participant Learning

What types of test items are used (i.e., objective, essay, etc.)?

Describe the scoring methods used for completed exams.

Describe the provisions for safeguarding test answers and for proctoring or monitoring examinations.

## For Organizations with Multiple Instructional/ Test Administration Sites

### **Complete this section only of your organization has more than one instructional or test administration site**

ACE college credit recommendations are *never transferable* to unapproved sites.

ACE college credit recommendations expire three years from the date of the review *or* if and when significant changes are made to the examination.

Organizations must immediately report to ACE any changes made to examinations carrying its college credit recommendations.

ACE performs random site audits each year.

ACE and your organization partner to provide important participant support services.

### 1. Locations

List locations where examinations are offered. Include address, contact person, telephone, email, and web site (if applicable) for each.

Describe the administration and reporting relationships between each location and the headquarters.

Provide copies of all licenses required to do business and/or to offer examination.

### 2. Administration

Describe the means used to ensure that the following factors are of equal quality in the various locations where examinations are offered:

Selection of proctors and procedures for reviewing their performance

Selection of item writers, content experts, and psychometrician

Adequacy of facilities

System for monitoring examination quality

Assurance of examination standardization

Participation in the ACE Transcript Service



### **3. Record Keeping**

Each site must participate in the ACE Transcript Service, and all participants wishing to use the credit recommendation service must enroll in the ACE Transcript Service.

Describe the current system of recordkeeping. (Where are the records kept for individuals who take examinations in regional locations?)

Include the name and address of the contact person responsible for handling the ACE Transcript Service.

### **4. Transferability**

ACE college credit recommendations are never transferable to unapproved sites.

At the conclusion of the review, only the organization site/address listed on this application is eligible to use college credit recommendations that might be determined by the review team.

Official's Name: \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_