



American Society for Quality St. Petersburg - Tampa Section 1508

# ASQ Certification

## What's Offered and Helpful Hints

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HSN

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## Exams Offered

### March/October

- \*BioMedical Auditor
- \*HACCP Auditor
- \*Certified Manager of Quality/Organizational Excellence
- \*Master Black Belt
- \*Quality Inspector
- \*Quality Technician
- \*Reliability Engineer
- \*Six Sigma Black Belt

### June/December

- \*Calibration Technician
- \*Pharmaceutical GMP Professional
- \*Quality Auditor
- \*Quality Engineer
- \*Quality Improvement Associate
- \*Quality Process Analyst
- \*Six Sigma Green Belt
- \*Certified Software Quality Engineer



## What is Permitted in the Exam Room?

\*No practice tests, refresher quizzes or Q & A from courses.

\*Any calculator without an alphabetic keyboard will be permitted. However, all programmable memory must be cleared prior to entering the exam room. Proctors usually have 1 or 2 spares.

\*Quiet snacks, including wrappers or tops on cans or bottles.

\*No cell phones on or off -- NO EXCEPTIONS.

\*No beepers, computers, e-books, palm pilots, radios, CD Players, iPods, MP3 Players or headphones. Bring earplugs if you feel noise might be an issue.

\*Number 2 pencils. Proctors will have spares and a sharpener if needed.



## Rules and Suggestions for Test Taking

- \*Please be on time. Registration begins at 7:15 am. Instructions begin at 7:55 am and exams promptly at 8:00 am.
- \*Bring only books and notes you are permitted to use. Proctors will review everything brought into the testing room and will request you not use items that are not approved.
- \*Step out of the room to ask questions. Remember the proctor does not know the answers nor could they answer a question specific to your exam.
- \*Search for data quietly. Constant loud opening and closing of books and flipping of pages is disruptive to others.
- \*Stay focused on your exam. Proctors will be watching for wandering eyes.
- \*Quietly exit when you are done. Others may still be taking an exam. Be respectful and gather your items quietly.
- \* We suggest you go through all questions on the exam first. Mark a question you want to review if time permits. Then go back to the questions requiring review when done and search for data in your reference material.



## Proctors Needed

### Things to Know if You Assist in Proctoring

- \*You may not make copies nor discuss the content of the exams.
- \*You must sign a confidentiality and conflict of interest agreement.
- \*You cannot take any exams you assist proctoring for 1 year.
- \*You cannot assist with instruction of study materials for 1 year.
- \*You can earn 1 RU for lead proctoring, .5 RU or .25 RU for assistant proctoring, depending upon if one or two assistants are used.
- \*Assisting with any exams requires about 5-6 hours of your time on the designated Saturday you are to proctor (exam time plus ½ hour of set up and clean-up time).
- \*Please wear quiet shoes and clothing.
- \*Keep talking to anyone outside of exam room and quiet.
- \*Keep calm since test takers will be anxious and you are the calming voice they need to help them relax.



If you are interested in assistant proctoring,  
please send your name and phone number to  
[Wendy.Williams@hsn.net](mailto:Wendy.Williams@hsn.net).

Questions?