

NEW EXAM REQUEST PROCEDURES FOR COMMISSION COURSES

1. Once the School Director (SD) selects the type of Commission training to be delivered and the specific exam type (list provided below), he/she will select an exam date/time/location from the Criminal Justice Standards Division's (CJSD) Exam Calendar, <http://www.ncdoj.gov/About-DOJ/Law-Enforcement-Training-and-Standards/Criminal-Justice-Education-and-Training-Standards/ExamCalendar.aspx>

Note: If the type of training is General Instructor, Specialized Instructor or SMI Instructor, the SD is not required to select an exam date/time/location, but does have the option to do so.

3. The SD will submit a properly executed Pre-Delivery Report to the CJSD.

NOTE: Exam Types

BLET (also included are exams for those who have been granted Limited Enrollment, those who have successfully completed a Deficiency, those who have been authorized a Sheriff Challenge, and retests where permitted).

SMI Operator certification and recertification; and retests where permitted).

SMI Instructor certification and recertification; and retests where permitted).

General and Specialized Instructor; and retests where permitted).

4. CJSD Staff will update the "Exam Calendar."
5. If a Commission course is canceled for any reason, the SD will **IMMEDIATELY** notify the CJSD by e-mail.
6. On the first day of the course, the SD will notify the Standards Division by e-mail (cjexam@ncdoj.gov) confirming the exam type, date, time, location, and ACTUAL number of students participating in the course. If the actual number of students participating in a BLET course changes after this date, the SD is to notify the Standards Division the week that the drop occurs. For all other courses, the SD will notify the CJSD by e-mail of this change in class size **NO LATER THAN 24 HOURS PRIOR** to the exam time.
7. On the day of the exam, the SD or designated representative will provide to the Exam Administrator a properly executed Form F-23 (Commission Exam Admission Form) for each exam to be administered, as well as copies of any correspondence from CJSD or Sheriffs' Standards Division (SSD) relating to Limited Enrollment, Sheriff Challenge, Deficiency or Retest requests. This form is accessible on the CJSD website. For first-time exams, the School Director may list all students on the same form (pg.2); re-exams, limited enrollees, and Sheriff Challenges shall list individual students on page one of the form.
8. The Exam Administrator will administer the exams. **EXAMS WILL NOT BE GRADED ON SITE.**

9. The Exam Administrator will scan all exams, generate reports, and provide these results to the SD & CJSJ staff within five (5) business days. Students are being informed to record and maintain the date and exam booklet number which they will use to view their exam grade in the Exam Calendar section of the Division website.

Additional information:

Weather issues:

If inclement weather (ice, snow, hurricanes etc) is forecasted for the area where testing is to be conducted, the School Director and students need to follow any closing or delay notifications issued by their respective school. If the host school for the exam site is closed, the exams will be rescheduled by the Division.

Retests or Deficiencies:

Students wishing to sit for a re-examination shall contact the Division at cjexam@ncdoj.gov to schedule the exam. On the exam date, he/she shall also present to the exam administrator a properly executed Form F-23 (Commission Exam Admission Form), signed by a certified School Director.