



SMT Paper-Pencil Test Center Network

Overview

Program Overview

SMT's Paper-Pencil Testing (PPT) network is designed to provide maximum flexibility to our partner testing centers, our clients, and the certification candidates. Test sponsors (the organization owning the test) select a group of testing sites based on the anticipated needs of their candidates. Selected partner testing centers will be notified at least three months before the testing date and asked to confirm participation. Participating testing centers indicate the maximum number of candidates at their location.

The test sponsor or SMT can handle the reservation process using the information provided by each selected site. Candidates choose a testing center from the selected group and make a reservation. If a test center fills, SMT will either invite a second site at that location or ask the participating testing center if it can accommodate a larger group. Reservations will close at least three weeks prior to the test date.

After reservations close, SMT will notify each participating test center of the number of test candidates expected and issue a roster. Two to three days prior to the exam date, each test center will receive a shipment of test materials by secure carrier. The test center coordinator will inventory the shipment against the packing list and report any discrepancies. The test center coordinator will maintain all test materials securely until the test date.

Each test center in the SMT PPT test network will receive a generic test administration manual describing procedures. The examinee roster will include any brief information about the specific exam, such as the materials test candidates may bring to the test (if any).

On the day of testing, participating test center personnel will check in all candidates and proctor the examination. Following the exam, the test center coordinator will package all test materials in containers provided by SMT and call the designated secure carrier to arrange a pick-up, maintaining the security of the materials until the pick-up.

When SMT receives the shipments of test materials, we will log them in to ensure we got everything. SMT will then scan and score the exams. Test center payment will be issued on a monthly basis.

Clients will have access to reports through our secure, online portal within five (5) business days after SMT receives all testing materials for that administration.