ANSWER KEY AND EXAM BOOKLET CHECKOFF SHEET

Rate _____
Series _____
Cycle _____

_____ **Exam Day Verification**
_____ **Random Verification**
_____ **Substitute Verification**

Document	Action	Example
Exam Front Cover	In the upper right-hand corner: • ☐Write the word "Verified" • ☐Sign • ☐Date • ☐List items deleted or changed	Verified John R. Jones 10 Nov 1998 Deleted: 003 Changed: 007
Answer Key	• ☐Circle changes directly to answer key. • ☐Sign and date in upper right hand corner. **IF …** / **THEN …** there is more than one answer key / sign the one with the most recent date	ITEM R 1 3 2 4 3 1 D 4 2 5 3 6 3 7 ~~1~~ 2
Answer Key Change Sheet	• ☐Complete top and bottom of form • ☐List deleted or changed items (3-digit item No.) **IF …** / **THEN …** there are no deletions or changes / do not fill out the change sheet	ITEM# / RESP 003 / D 007 / 2
Inside pages of exam booklet	For *deleted* items: • ☐Draw a diagonal line through item • ☐Write reason for deletion • ☐Date • ☐Initial	3. What color is a ring buoy? 1. Red 2. Orange 3. Purple 4. Aqua Deleted 2CR 10 Nov 98 JRJ