

INSTRUCTIONS FOR SELLER TRAINING STANDARDIZED TESTS

The examination booklets and answer keys are the property of the Texas Alcoholic Beverage Commission. It is prohibited to give these examination booklets or answer keys to the public in any form or fashion, including electronically.

It is the responsibility of each seller training school and trainer to maintain the integrity of the seller training test. The school must retain the test answer sheets for a period of four (4) years. Record audits will be conducted by TABC compliance officers to verify that the seller server training schools are properly maintaining all examination booklets, answer keys, and answer sheets issued to that school.

Any non-compliance of these instructions is a violation of TABC Rule §50.4 and §50.5 and can result in the cancellation of the seller server training school and/or trainer certification.

Testing Instructions:

1. No test questions and/or answers should be discussed before or during the class or test. (Bilingual instructors may, in response to direct inquiries, clarify test questions using another language.)
2. The test should be administered without any aids. No open books, notes, or class aids can be used. However, learning disabilities may be accommodated. Someone may read the test to a trainee. The person reading must not indicate answers in any manner.
3. The trainer must be in the room and monitor the students taking the test at all times.
4. Any cheating or perceived cheating, for example looking at notes, talking to other students, or looking at other students' tests, should result in a failing grade and no certificate should be issued.
5. The trainer and/or an assistant must grade the test. Students are not allowed to grade tests.
6. Missing eight (8) or more questions results in a failed test.
7. A student may retake the entire test once immediately after failing the test the first time. **The test questions and answers cannot be discussed with the student. They cannot be informed, in any manner, which questions were missed.**
8. After grading each test, complete the information at the bottom of each answer sheet.

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INSTRUCTIONS FOR TRAINER TO READ TO THE CLASS *(All information in italics is for explanation and not to be read by the trainer.)*

Read the following to students prior to handing out tests:

1. An examination booklet and answer sheet will be handed out in just a minute.
2. The examination booklet is the property of the State of Texas and must not be written on.
3. The examination booklet must be returned to me before your test is graded.
4. Please mark all of your answers on the separate answer sheet.
5. The test is comprised of twenty-five (25) multiple-choice questions.
6. Missing eight (8) or more questions means you fail the test.

HAND OUT EXAMINATION BOOKLET AND ANSWER SHEETS.

Read the following to students after handing out tests:

1. In order to be properly graded, you must write the test number located on the cover of the examination booklet on the answer sheet.
2. Please include the letter at the end of the number.
3. Do that now.
4. Write this school's number and the program number in the spaces provided. Write the school number first, then after the dash write the program number. *(Provide students with the correct school and program number. To avoid any errors, you may want the school/program number entered on the form prior to passing the test out.)*
5. Print your name on the answer sheet under the test number.
6. Write your date of birth, including the month, day, and year.
7. Sign your name.
8. Write your social security number in the space provided. *(If the trainee does not have a social security number, have them write the number of the document that allows them to legally work in the United States.)*
9. Enter your telephone number, including the area code where provided.
10. Enter your home address including city and zip code.
11. Print your employer's name.
12. Choose the one best answer for each question.
13. Fill in the appropriate letter bubble completely.
14. Multiple marks for a question will result in an incorrect answer.
15. If you need to make a correction, place a large X over the incorrect bubble answer and then fill in the appropriate correct letter bubble.
16. Any cheating or perceived cheating, (i.e. looking at notes, talking to other students, or looking at other students' tests), will result in a failing grade and no certificate will be issued to you.
17. Enter class date and time the class begins. *(Give them the exact date and time.)*
18. Write the issuing state and your driver's license number.
19. *The trainer will complete the rest of the form.*