

TEMPORARY CHANGE REQUEST

TCR NO. **TCR-P-029,R2-003**

(e.g., TCR-ENG-021,R0-001)

The Temporary Change Request (TCR) Form is to be used to process urgent or minor changes for PPPL Policies, Organization/Mission Statements and Procedures. The TCR should be used when changes are:

- 1) urgent, and can not wait the 2-4 week period for Department Head review/comment, or
- 2) minor, and do not warrant Department Head review.

Person Requesting Change: Michael Gonzalez Phone Ext: 2228

Department Name: Human Resources

Document Number: P-029 Revision No.: 2

Document Title: PPPL Examination Program

Reason for change:

To include addition of web-based online tests.

Change description: (Summarize and attach changed pages, with changes clearly indicated)

Page 1: added "web-based online tests"

1. Does this TCR significantly alter the intent or scope of the document? YES: NO: X

2. Does this TCR significantly impact ES&H? YES: NO: X

If 1 or 2 is YES, Explain why the changes should not be routed for Department Head review:

Sue Murphy-LaMarche 5/24/13
Department/Division Head Approval Date

John DeLooper 6/4/13
Head, Best Practices and Outreach/designee Date

Release/Effective date of this TCR: 6/4/13

Incorporate this TCR into next revision of this document? YES: X NO:

PPPL	PRINCETON PLASMA PHYSICS LABORATORY	POLICY		No.P-029 Rev 2 page 1 of 1
		Subject:	Effective Date:	Initiated by:
PPPL EXAMINATION PROGRAM		Dec. 11, 1998	Head, Human Resources	
		Supersedes: Rev. 1, dated October 29, 1993	Approved: Director	

PPPL provides training in order to ensure that PPPL employees have the knowledge and skills necessary to perform their jobs competently, efficiently, and safely with due regard for health concerns, the environment and quality. Successful completion of a test is a way to measure attainment of the necessary knowledge, skills and abilities. Testing used in conjunction with PPPL training courses may be written examinations, web-based online tests, practical demonstrations, or a combination of both methods. Oral examinations are used only in conjunction with personnel certifications. Oral testing shall not be used for training courses nor shall it be used as a substitute for written examinations.

Written examinations contain objective test questions directly tied to the objectives developed for the course. They should be sufficient in difficulty to ensure that the individual has adequate knowledge of the material presented in the course. Practical demonstrations cover actual job tasks and are conducted in the workplace. Only upon satisfactory completion of required examinations will the individual be allowed to perform job responsibilities independently.

It is the responsibility of the individual in the training course to inform the instructor or course leader if they are having trouble understanding or mastering the course material. In the event that any individual fails to obtain a passing grade on an examination, the individual will be given assistance, as needed, in the form of tutoring, coaching, self-study materials, instructor review or additional exercises to practice prior to re-testing. If the individual fails to pass the test a second time, Human Resources will provide a case-by-case evaluation to determine if a problem exists and to recommend the best course of remediation (up to and including reassignment to a different position). If it is determined that a literacy problem exists, the Director of Human Resources or designee confidentially works with the individual and supervisor to establish a program to increase reading and comprehension skills.

In the event an individual fails to pass the written examination for General Employee Training, that individual shall require an appropriately qualified escort for all experimental, laboratory and shop locations within PPPL. Escorts are not required for C-Site office locations, the lobby, the cafeteria, the commons area, or the library. The escort requirement has been in effect since March 31, 1992.