FGIS Official License Program - Authorized Personnel - Test Procedures

Introduction

- The purpose for the development of the FOL program is to automate the current license procedure. This move will provide customers with web-based access to all license procedures.

- All procedures, from the request of an exam through the creation of a license certificate, will be conducted through the FOL computer program. This will result in the ability to provide highly accurate, uniform and consistent results with less man-hours spent.

- The FOL program was developed only to enable the automation of all license-related activities. The FOL program does not change or revise the existing License Policy identified in the Directive 9230.1. All regulations and policies that are in place must still be followed.

Objectives

After the completion of this course you will be able to:

- ❑Navigate to an area where an Authorized proficiency examination can be requested.
- ❑Request a Corn examination.
- ❑Complete an examination for the commodity, Corn.

FGIS*ONLINE* Staging Environment

https://fgiss.gipsa.usda.gov

Use the above URL to access the training site of the FGIS Official License program. This training site is called the Staging Environment.

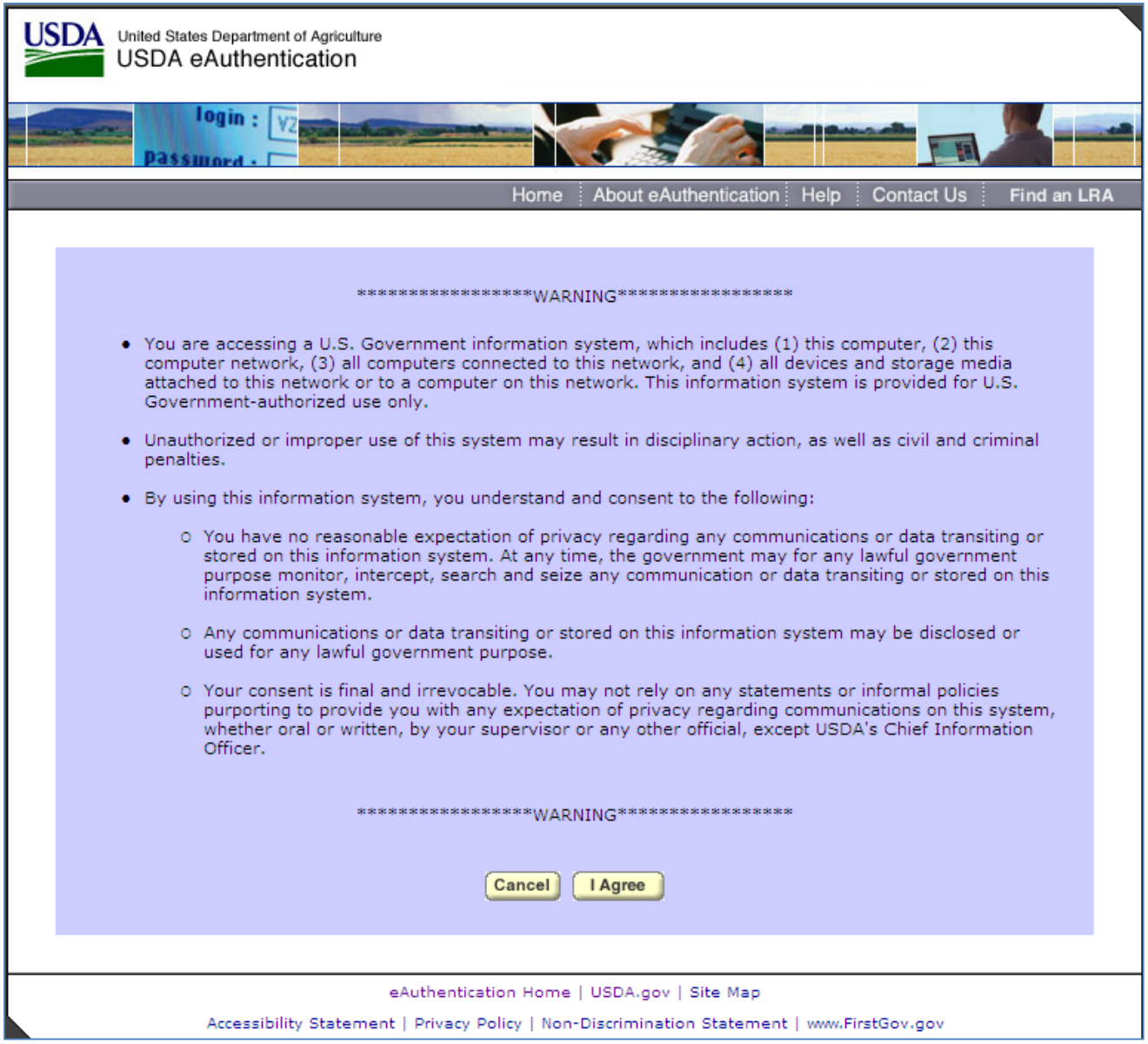
Staging Server Menu

- The Staging Server is only used for training.
- Any information entered may be deleted or changed at any time.

Select the choice – **<u>FGIS Official Service Provider Licensing (FOL)</u>**

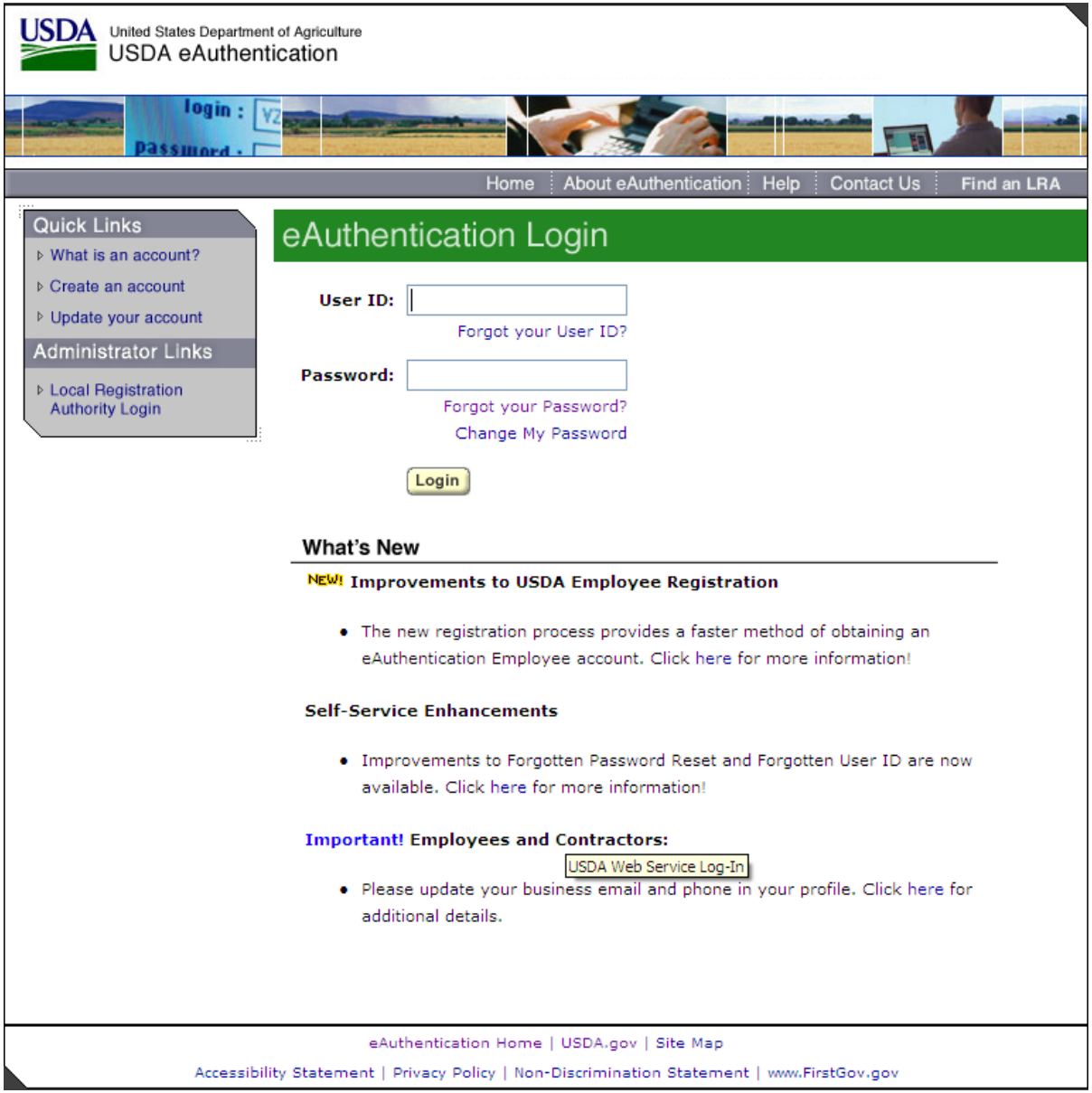
Consent Agreement

- ❑Review the Consent Agreement.
- ❑Select **I Agree** to continue.
- ❑Select **Cancel** to exit.



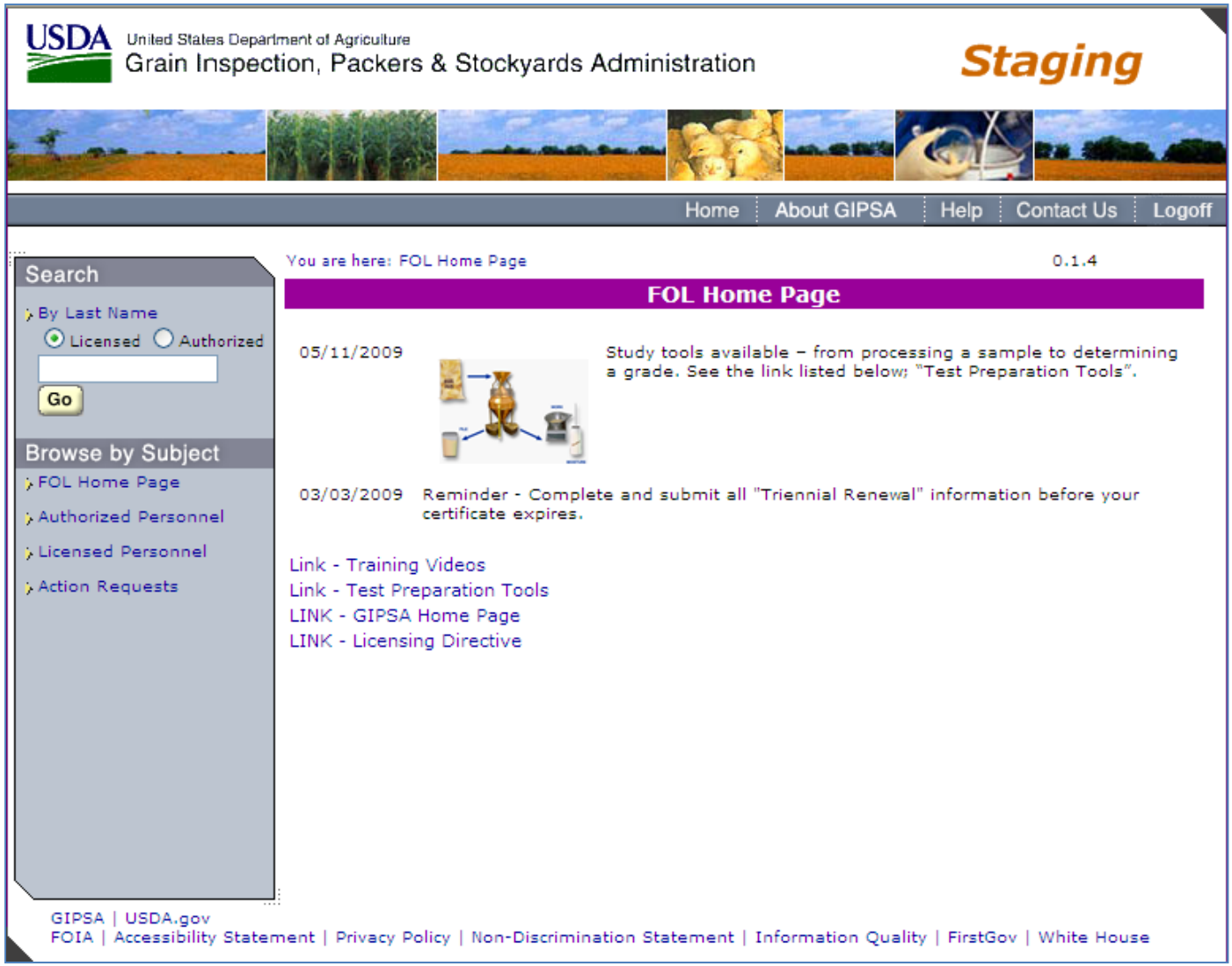
eAuthentication Login

- eAuthentication Level 2 access is needed to enter the FOL program.
- An electronic signature is retained for every person who enters the program.
- Enter your eAuthentication ID and password then select **Login**.



FOL Home Page

- The *Browse by Subject* menu will take you to a number of different pages within FOL.
- Select **Authorized Personnel** to access the list of authorized personnel.



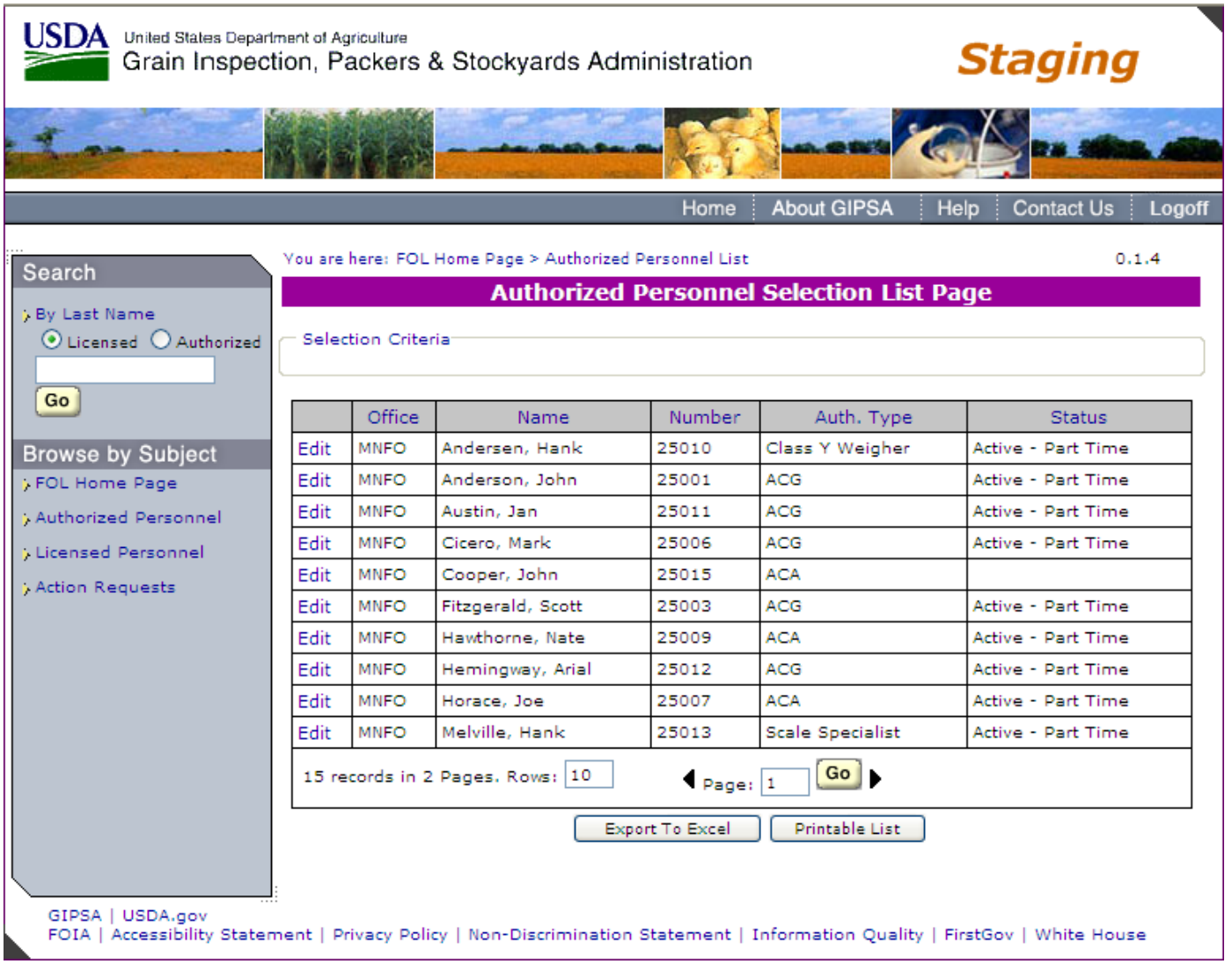
Authorized Personnel Selection List

Three Methods to Locate a Name.

1. **Search Criteria**
   - Select Selection Criteria.
   - Insert number or name.
   - Select Update List.

2. **Search Field**
   - Insert last name under “Search” in Menu.

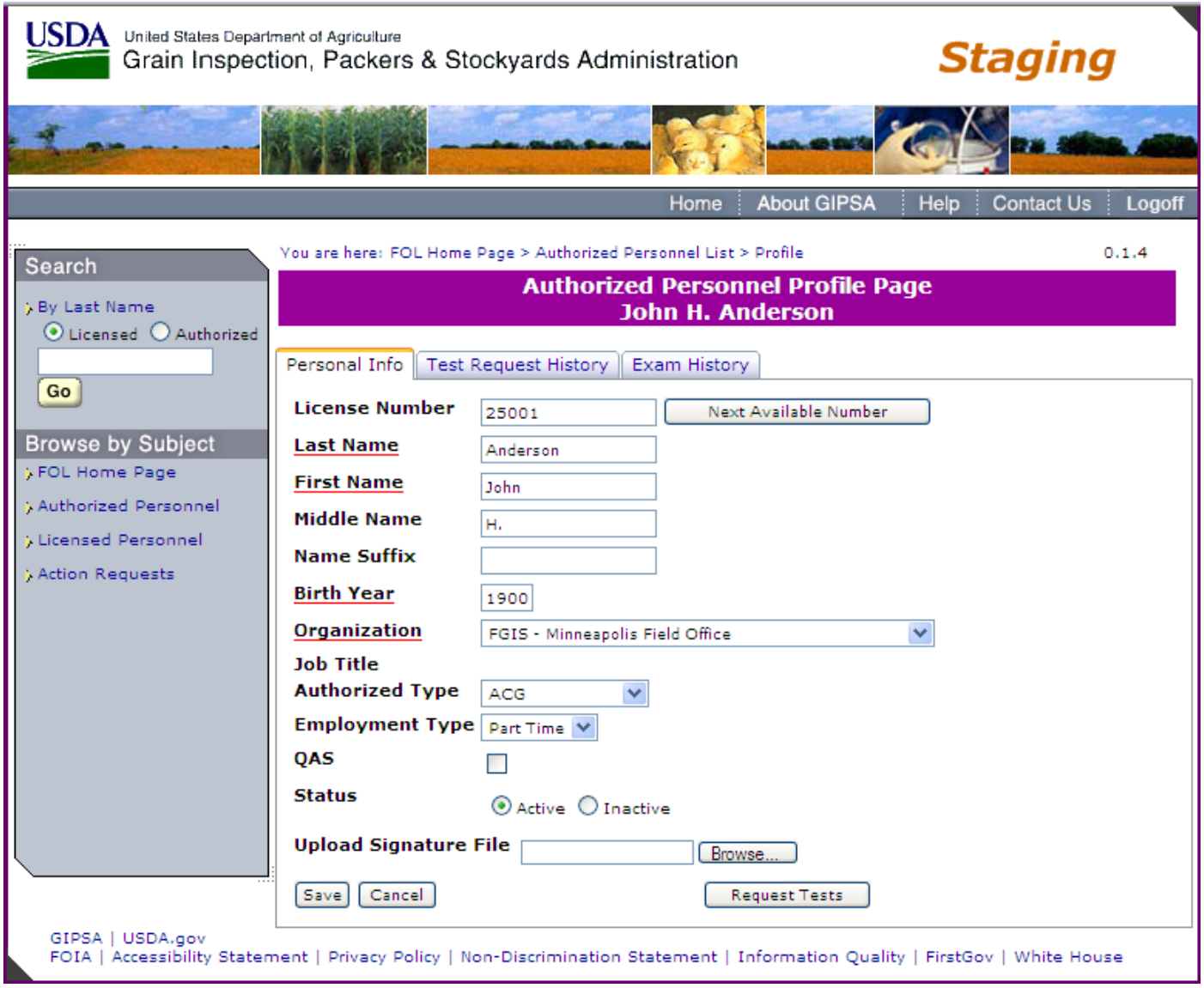
3. **Search Personnel List**
   - Insert number of records into Rows field.
   - All names will show.
   - Select name.



Select **Edit** located to the left of John Anderson.

Authorized Personnel Profile Page

- ❑All of the data within these three tabs pertains to John H. Anderson.
- ❑A test can be requested through this page.
- ❑All tests requested will be downloaded to the *Test Request History* tab.
- ❑The *Exam History* tab will maintain a history of all exams taken.
- ❑Select **Request Tests**

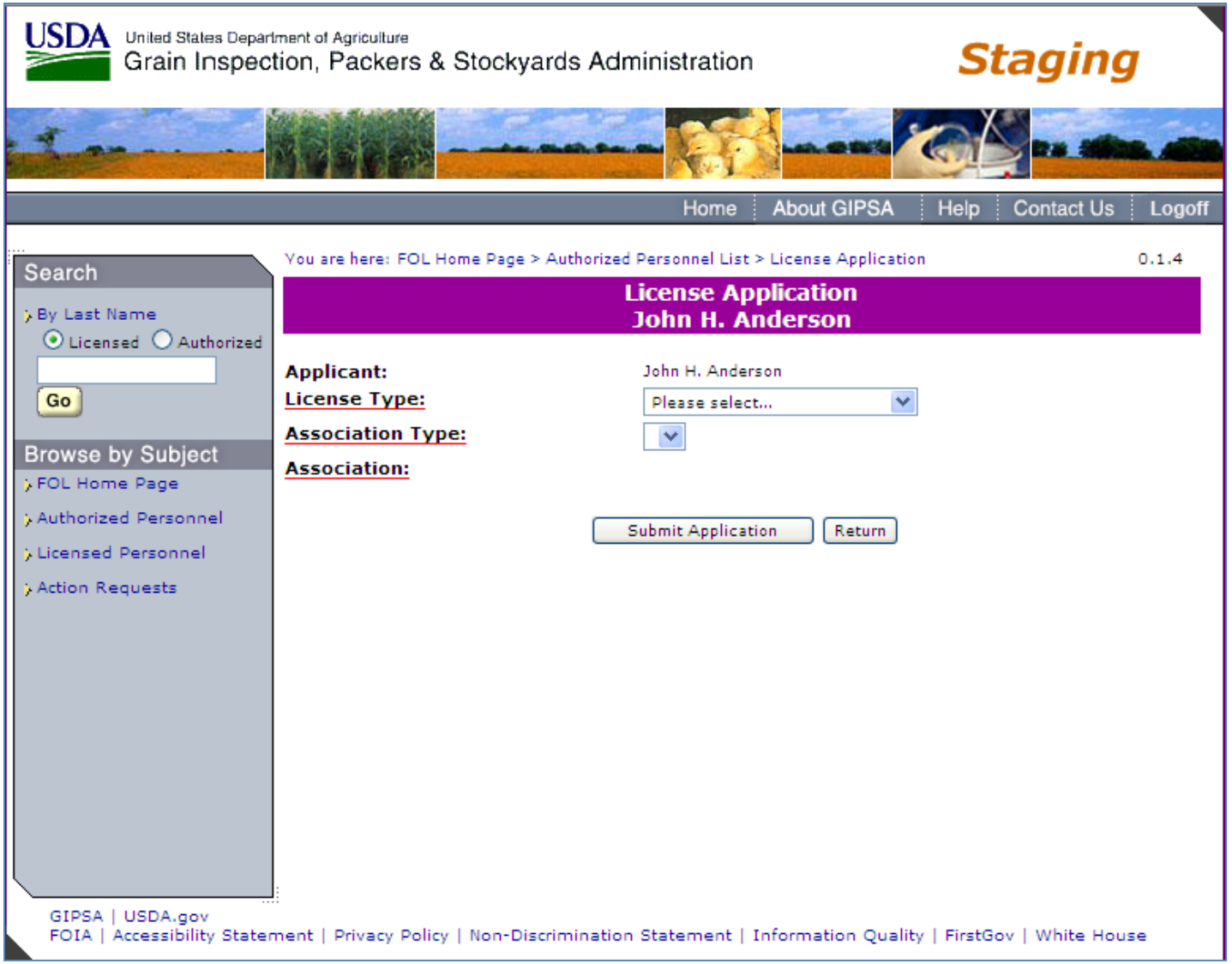


Request A Test

- To request a test you will need to make three selections;

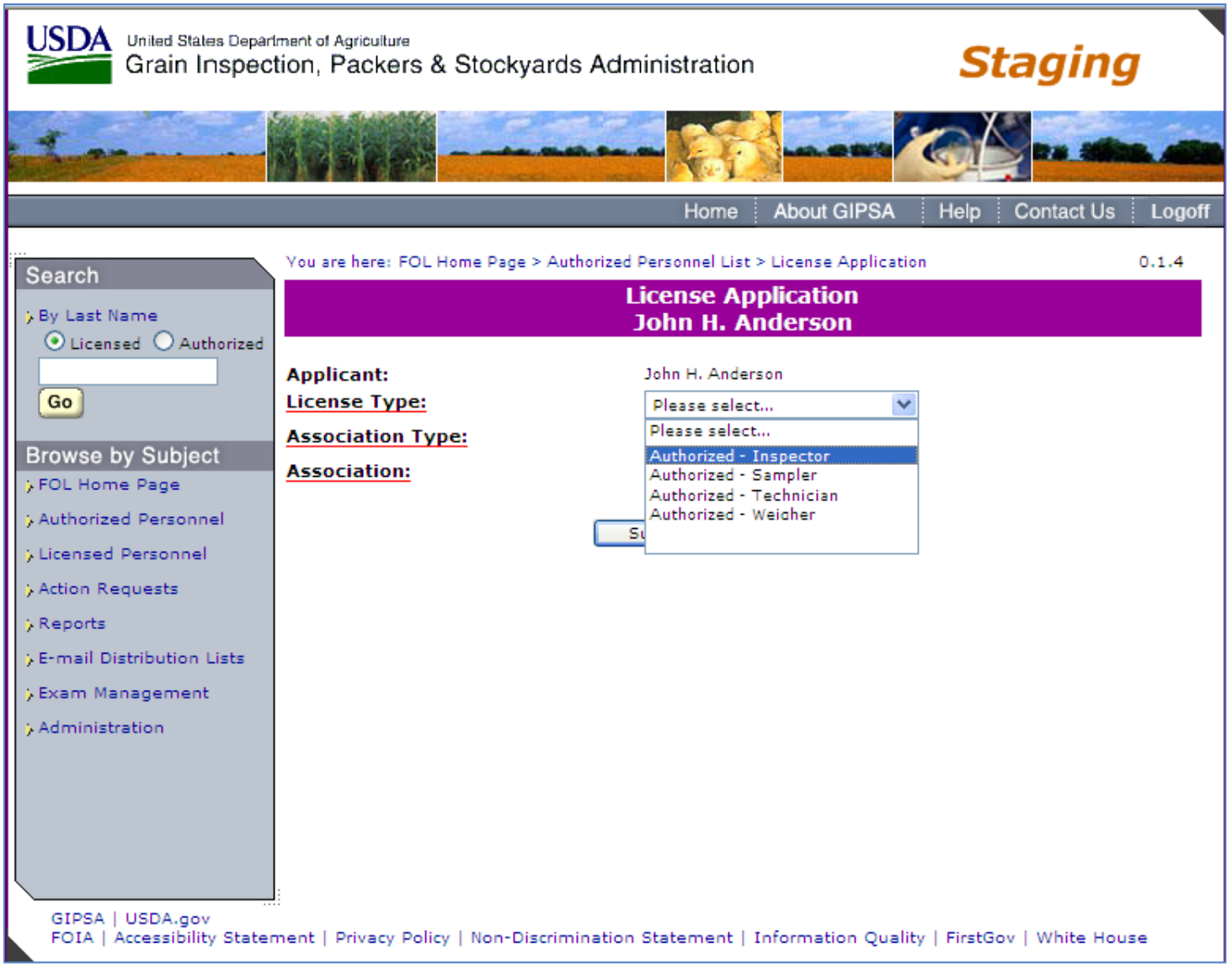
1. License Type
2. Association Type
3. Association

- Select the pull down menu for **License Type.**



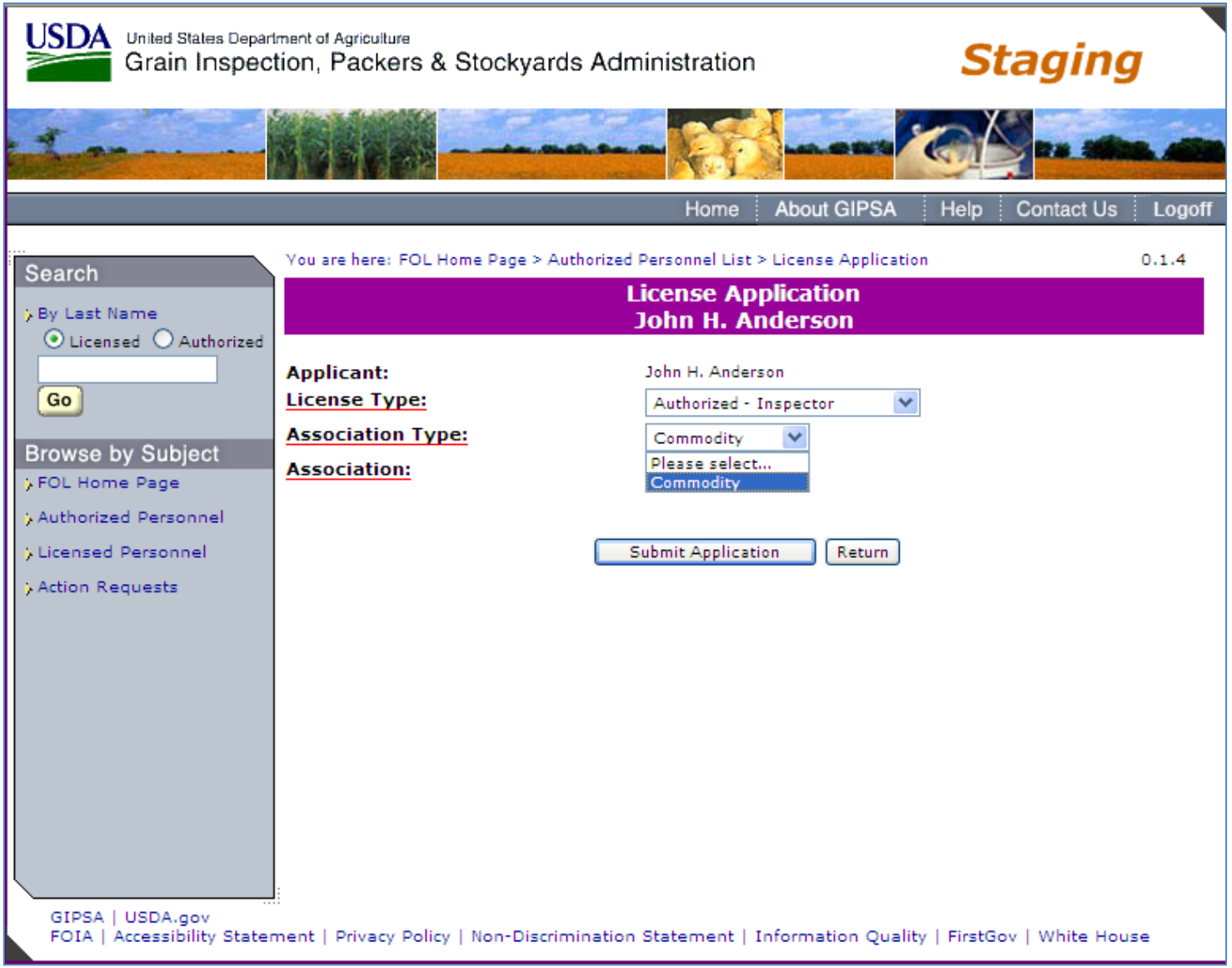
Choosing License Type

- ❑Tests are divided into categories or types.
- ❑A Corn test is listed under the *Inspector* category.
- ❑Select the category - **Inspector.**



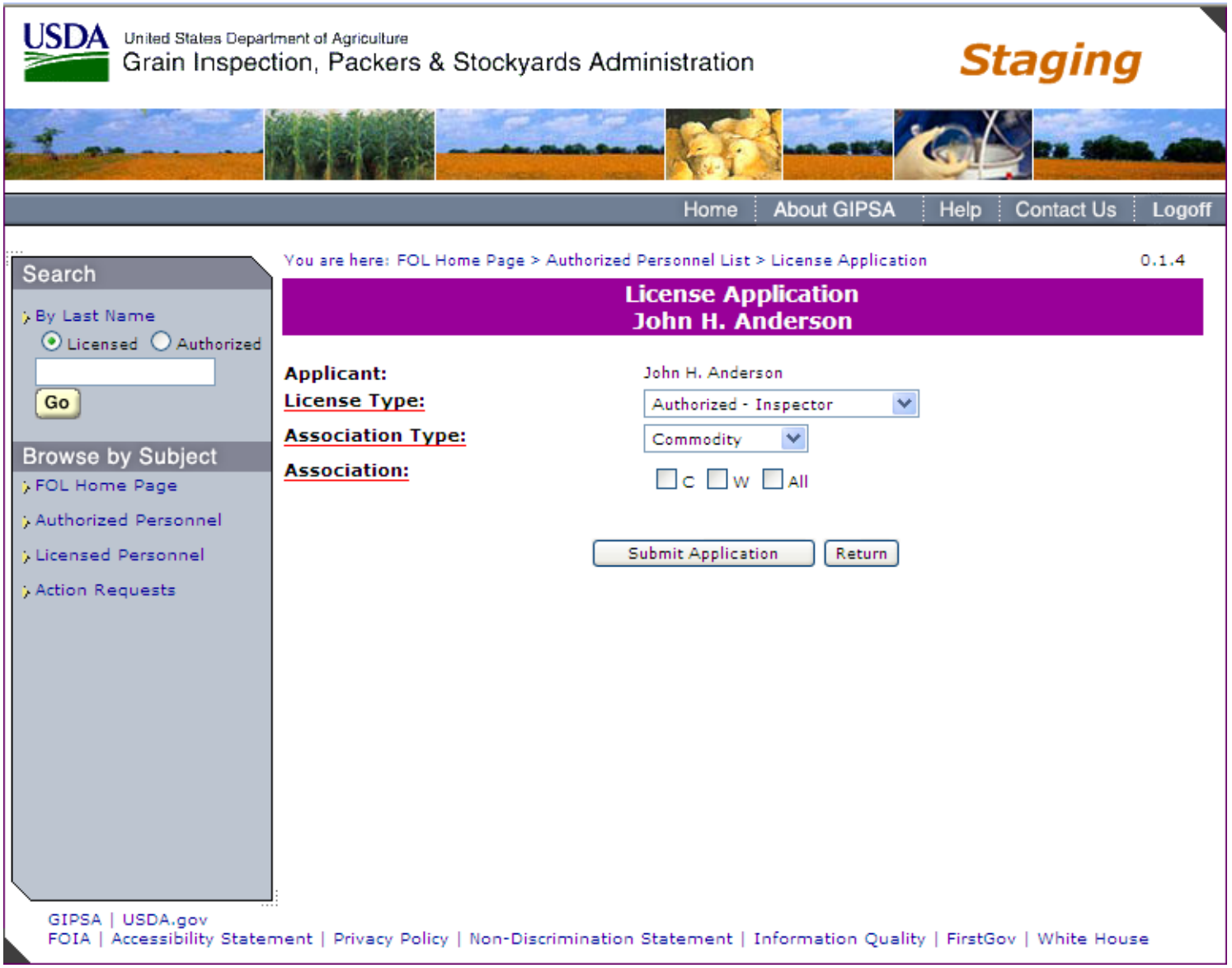
Association Type

- License Types or categories are divided into groups called an *Association Type.*
- The *Inspector Type* contains only one *Association Type.*
- Select the Association Type of **Commodity.**



Associations

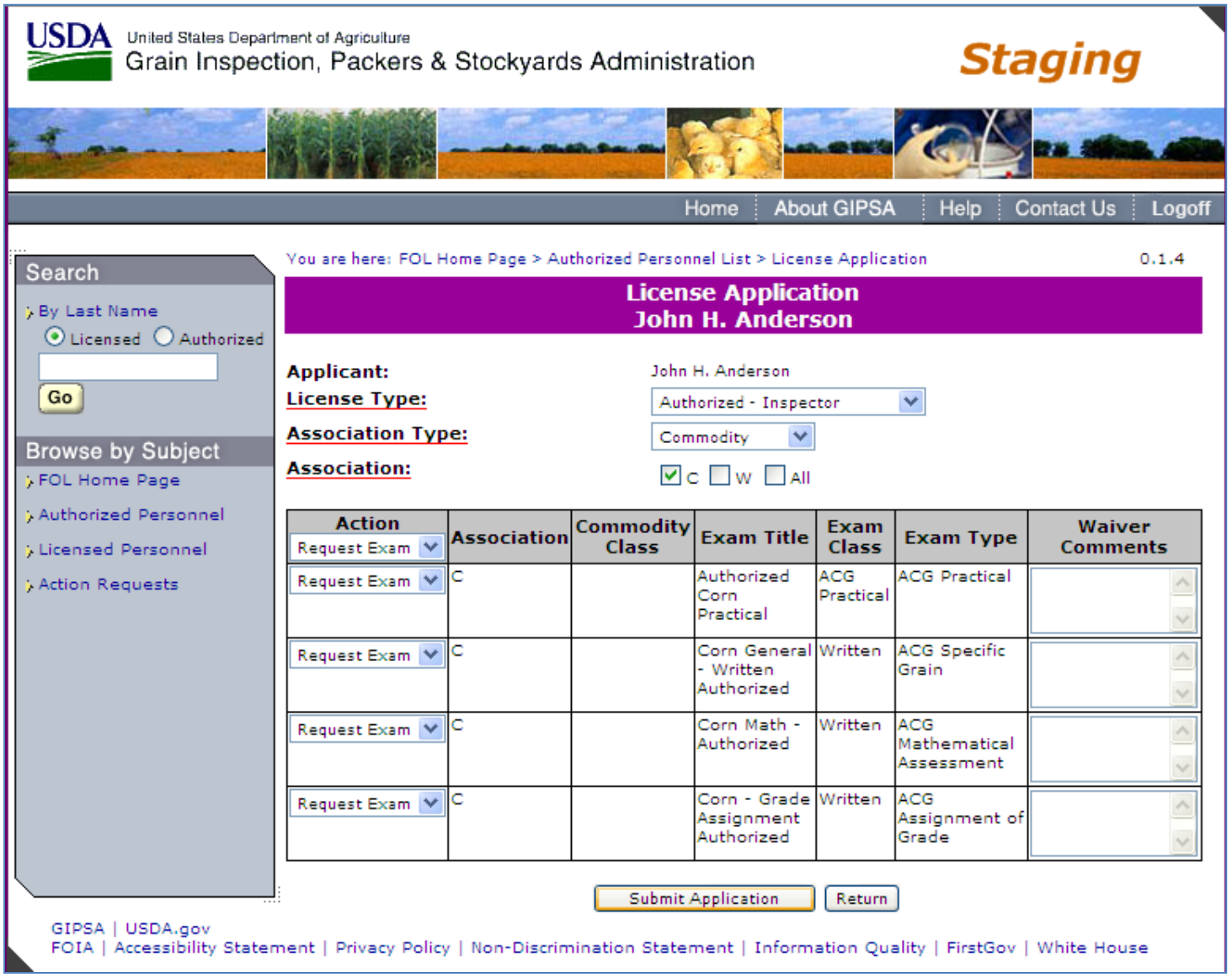
- When *Commodity* is selected, a code for each test that is associated with the Commodity group appears.
- A list of the codes and their meanings are located in the Help section.
- All tests are not available in the Staging environment.



Exam Requests

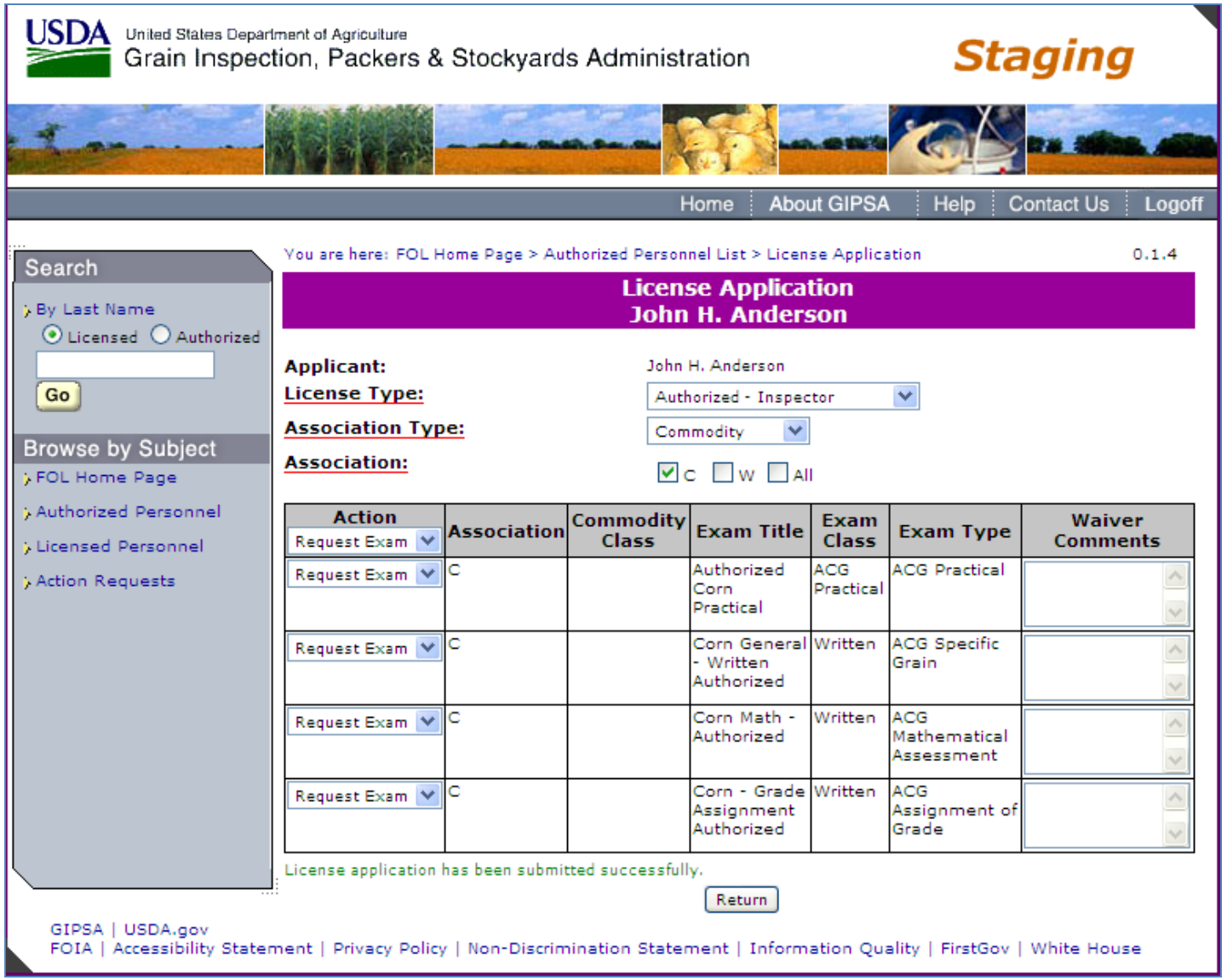
- After the "C" (corn test), is selected the practical and written test for the Corn proficiency are made available for selection. The default action is to "request exams".

- **Submit Application** is selected.



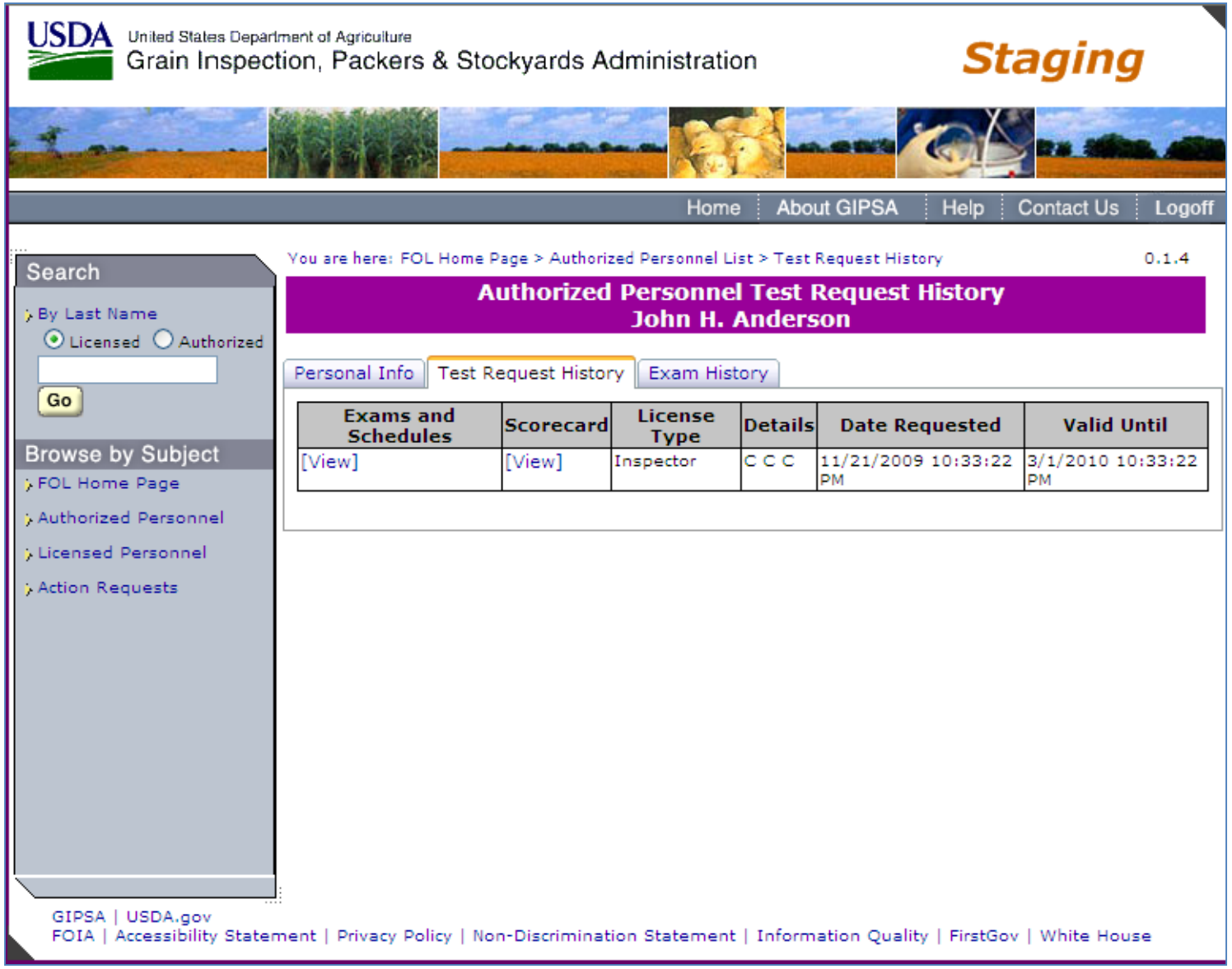
Submitted Exam Requests

- *"License application has been submitted successfully"* appears after the test request has been submitted.
- The test request will be sent to the Field Office for approval. This function can be turned off at the Field Office. If it is turned off, the tests will be made available immediately.
- Select **Return**.



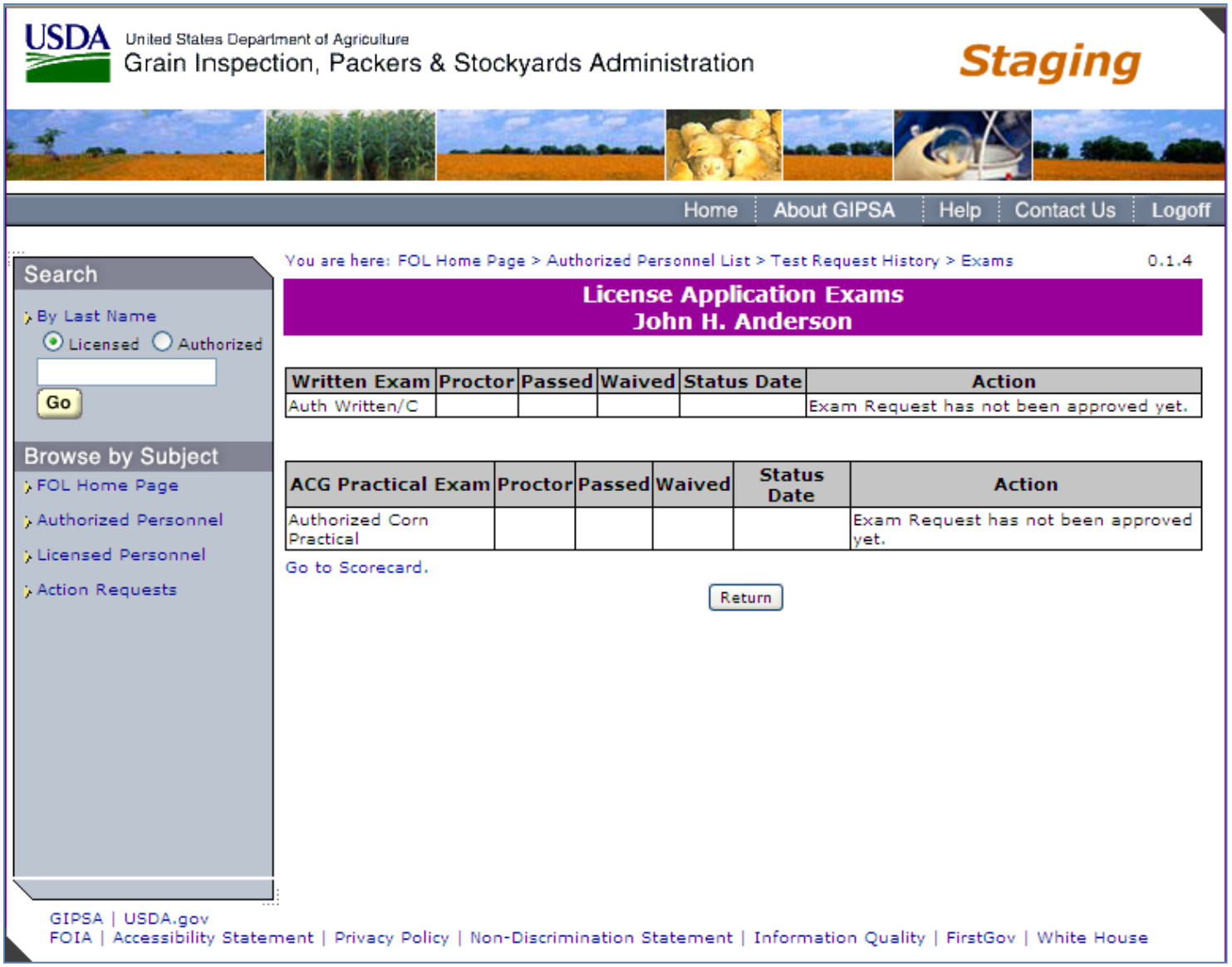
Test Request History

- "*Return*" will take you to the "*Test Request History*" page.
- All of the tests requested are downloaded and saved on this page. Each row represents a set of tests.
- Select "**View**" under the heading "*Exams and Schedules*" to gain access to the tests.



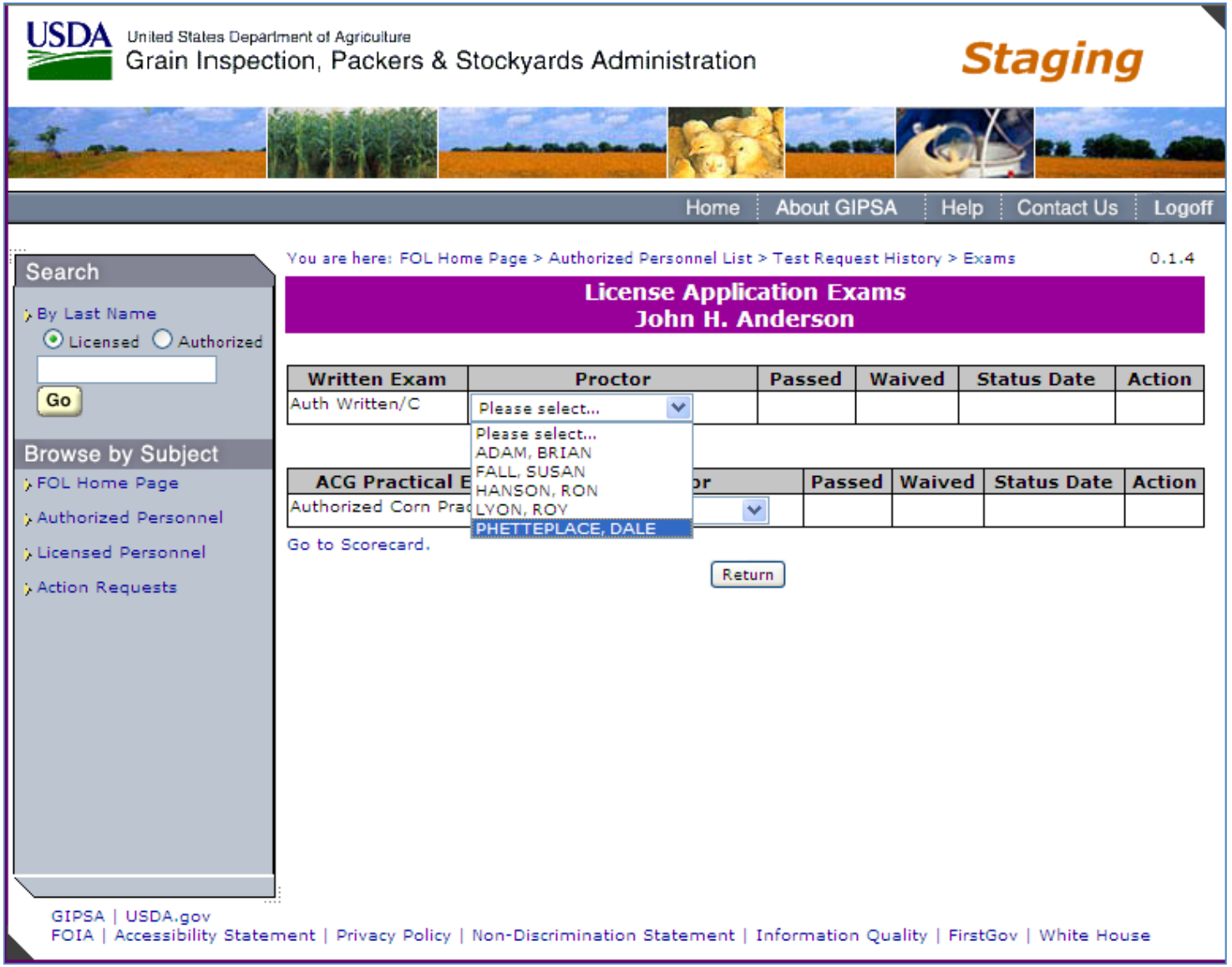
Test Request History

- The Authorized Written test plus a template for the practical test has been downloaded to the *Test Request History* tab.
- The tests are not yet available because they must be approved.
- The Field Office or FOSS must approve the tests.



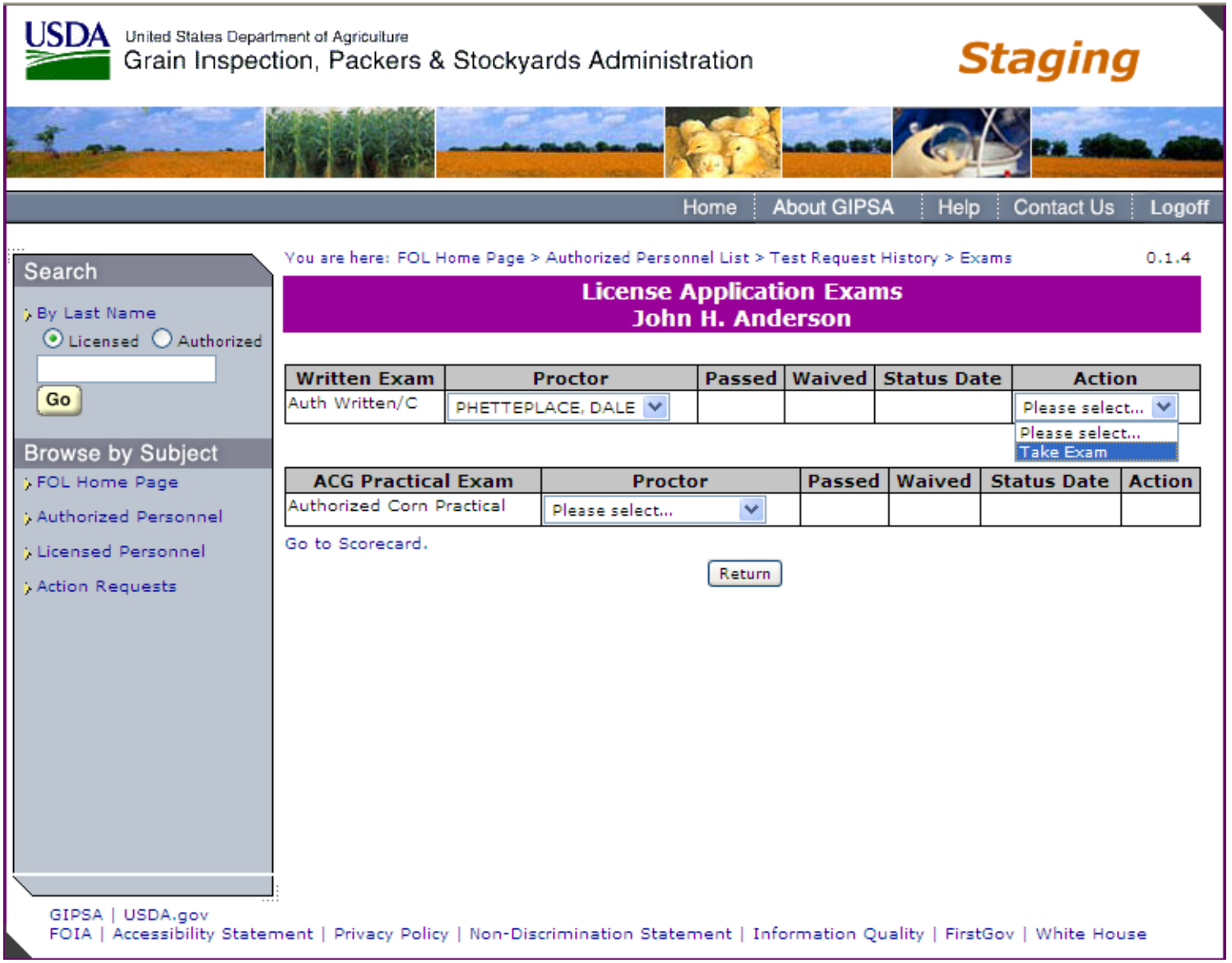
Selecting A Proctor

- When the Proctor list is available, the tests have been approved. A proctor must be selected.
- The proctor is chosen from an existing list of Federal proctors.
- Each office will identify the names which will be on the proctor list for their office.



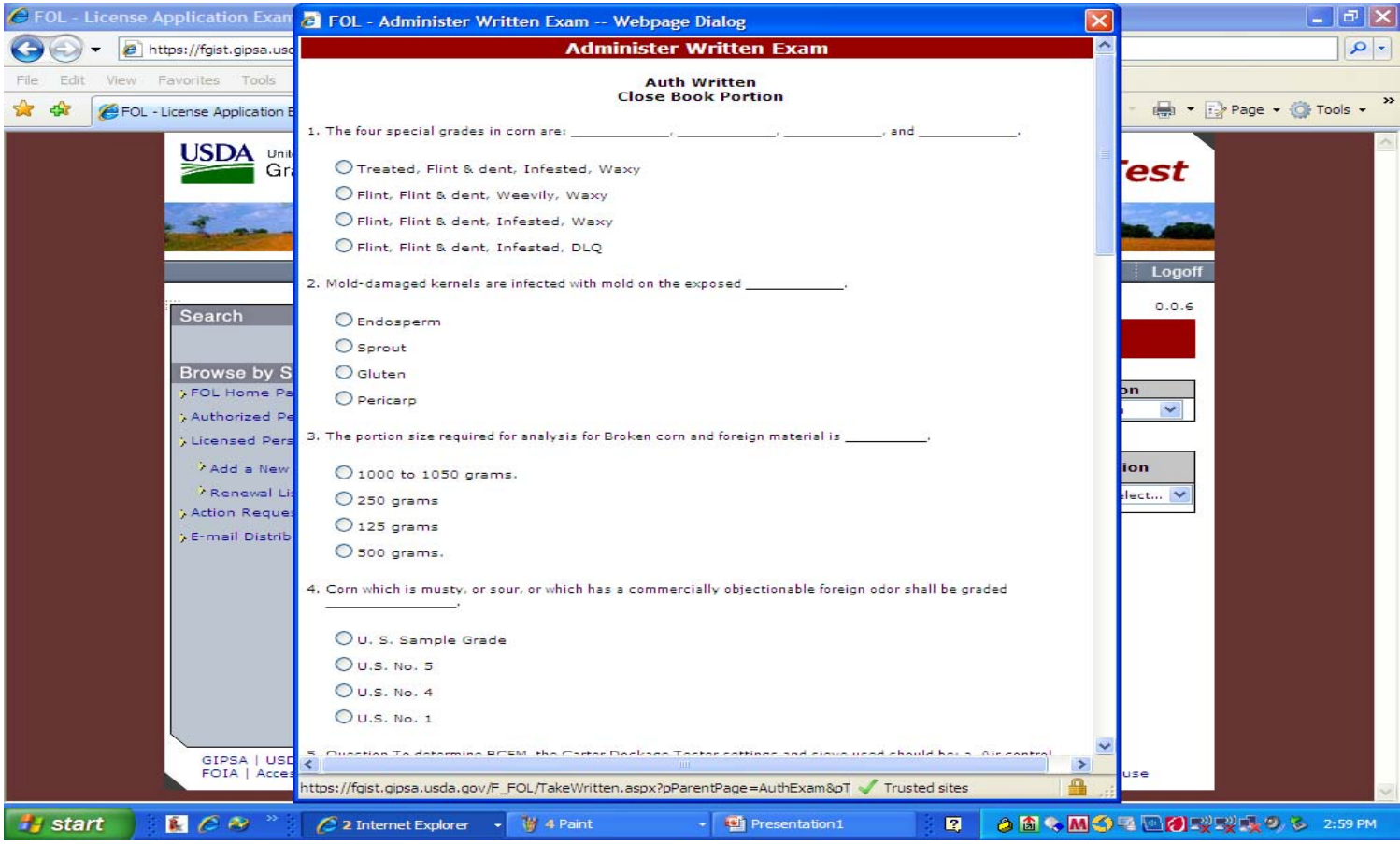
Taking An Exam

- When the proctor is selected, the option to take the test appears.
- Under the Action Column, select the action, "**Take Exam"**



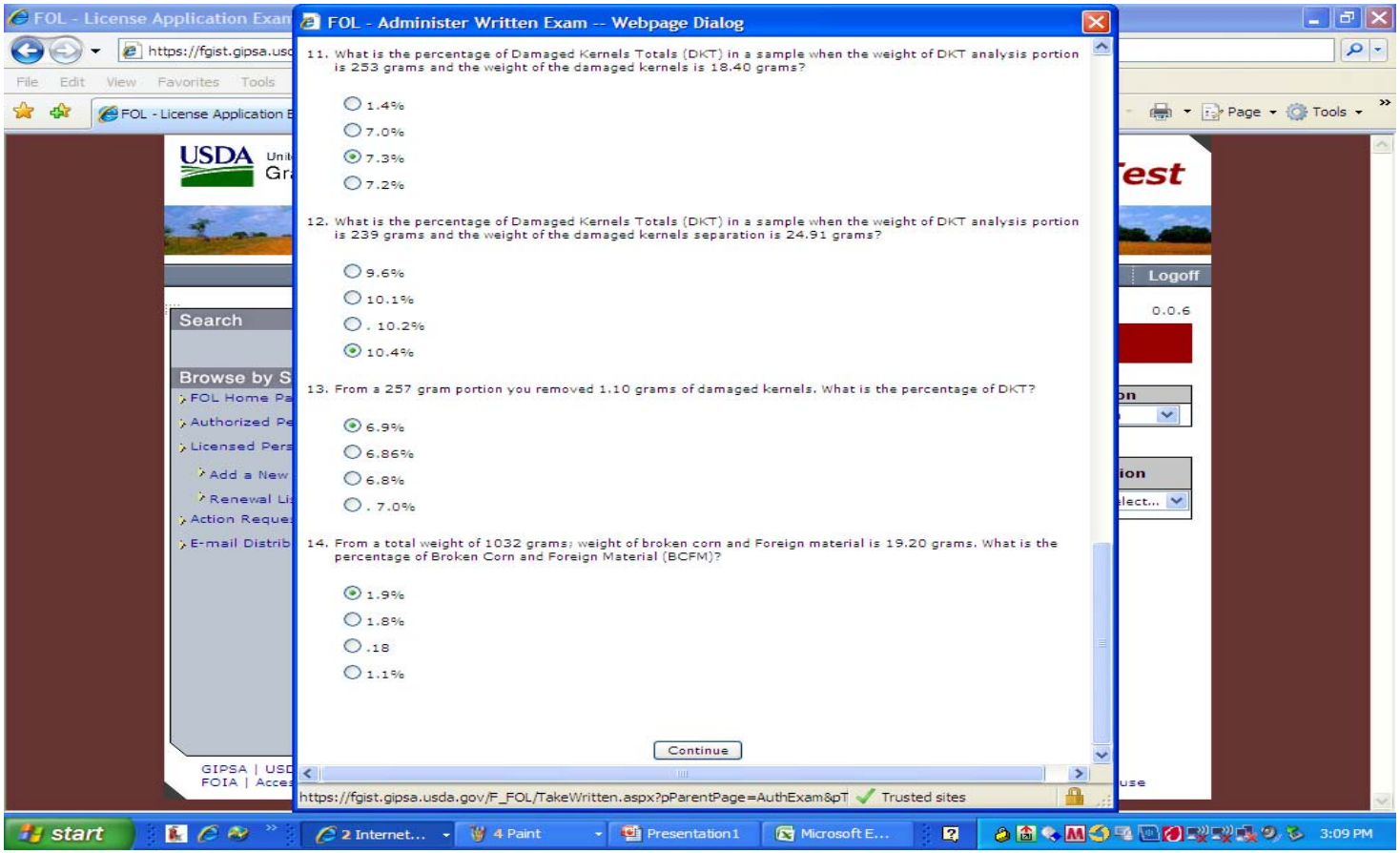
Written Test-Closed Book Portion

- The first part of the test contains the closed book portion of the test.
- The closed book portion of the written test starts with the General questions and ends with the written test.



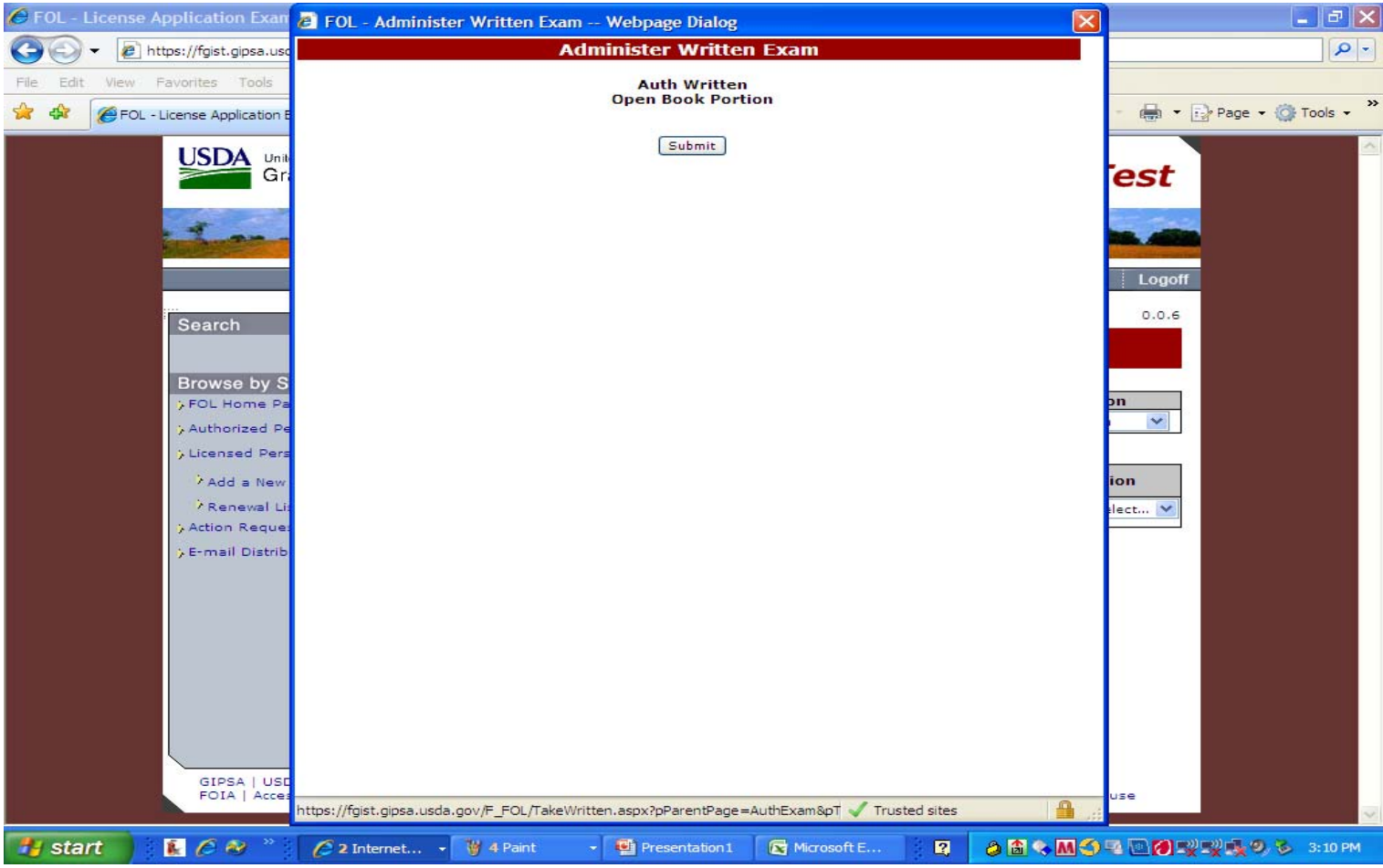
Written Test - Math

- A calculator can be used on the written test.
- When this portion of the test is completed, select "**Continue**".



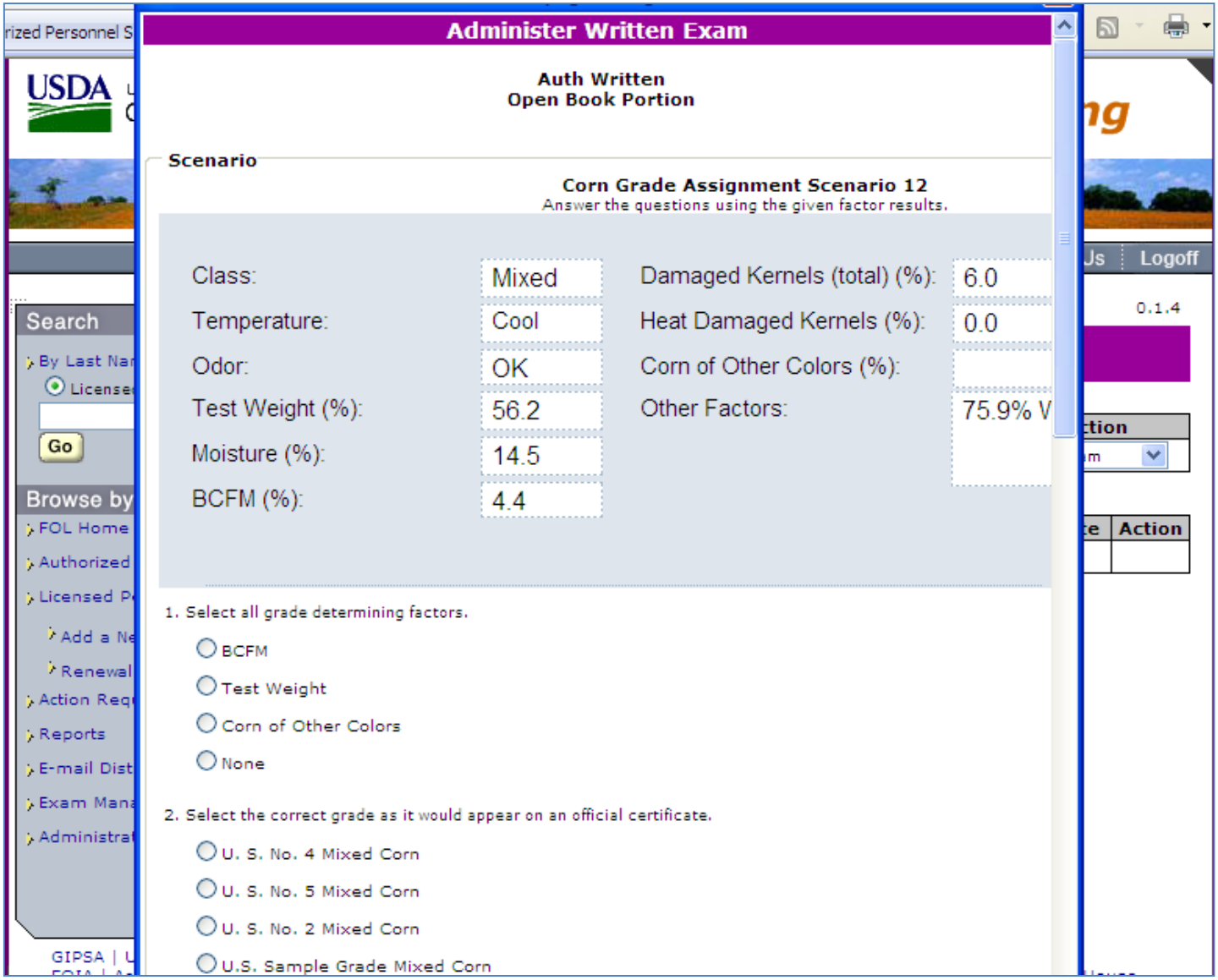
Written Test - Open-Book

- The open book portion of the test appears after the closed book portion of the test is submitted.
- Select **Submit**.



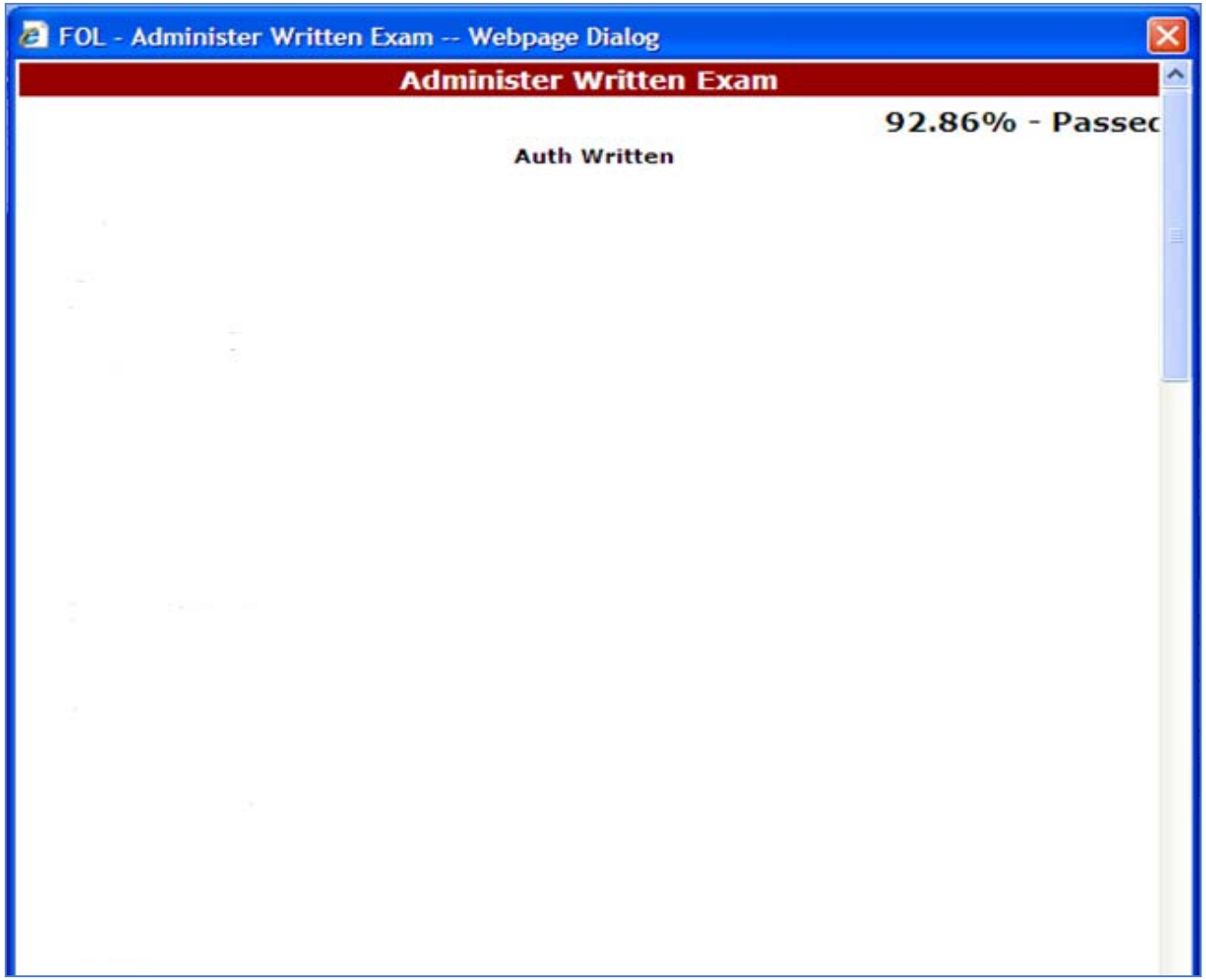
Written Test - Grade Assignment

- The open book portion of the test appears.
- When all of the test questions are answered, submit the test.



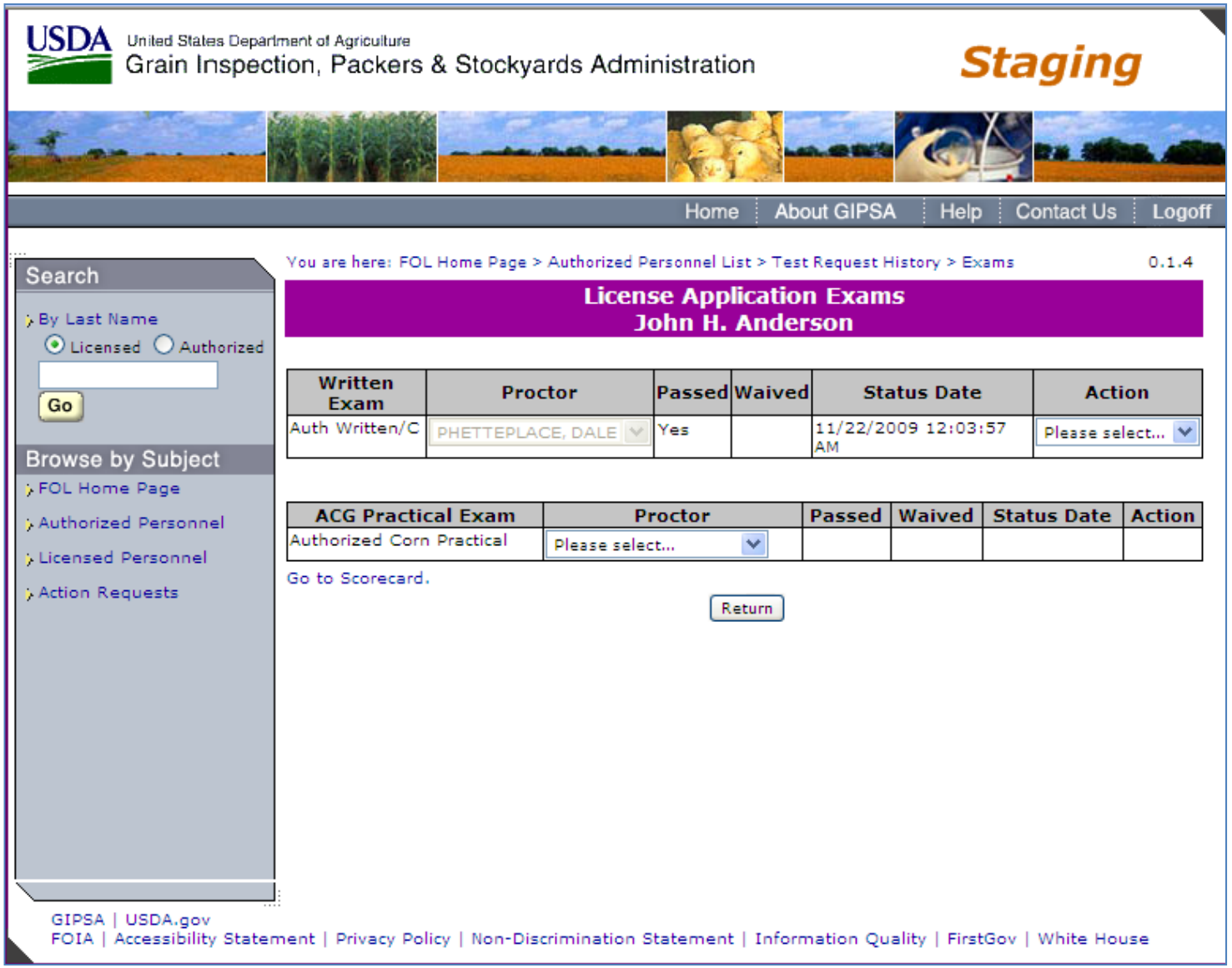
Written Test Score

- When the written test is submitted the program calculates the total score.



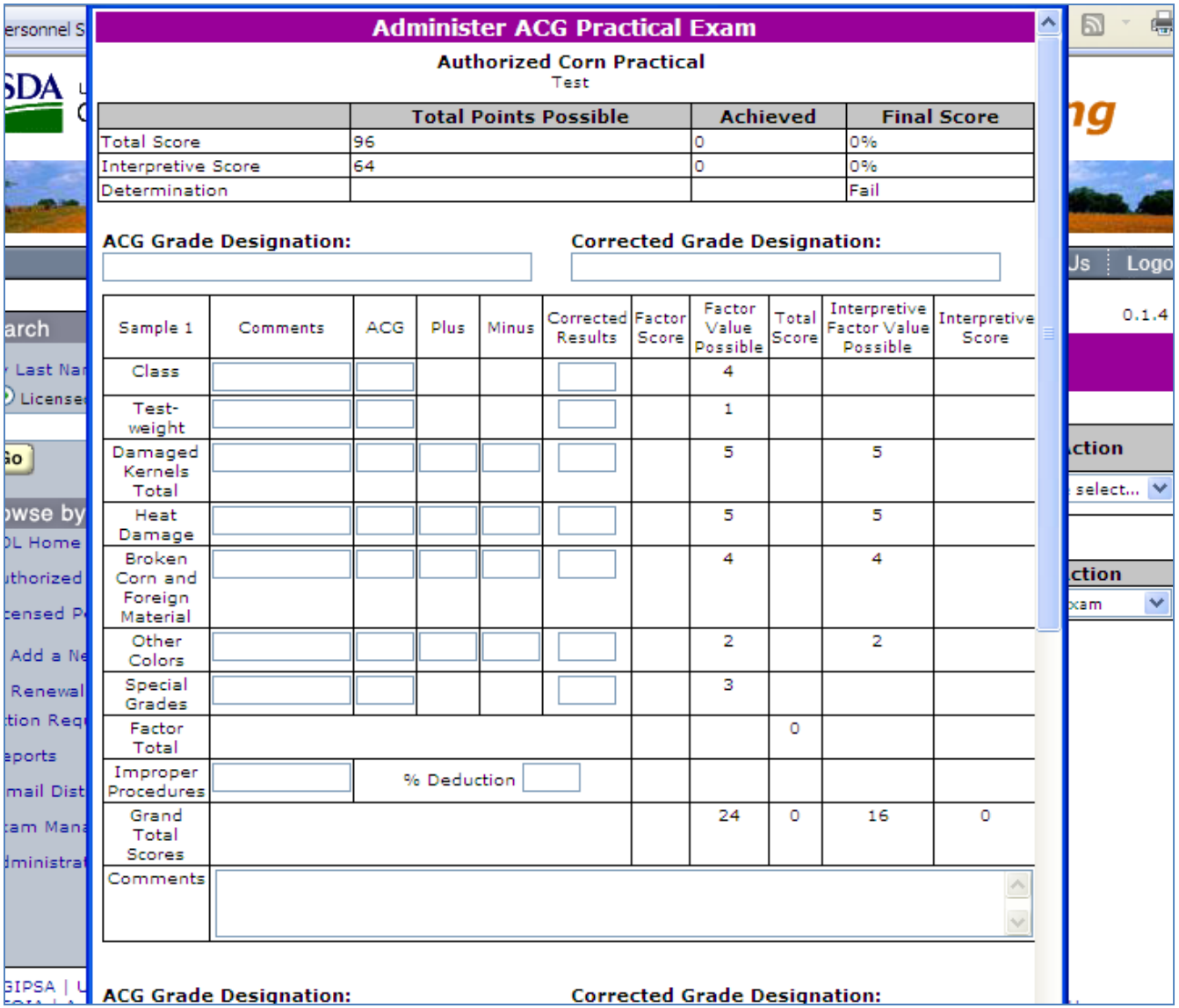
Viewing Test Scores

- The top row that contains the written test indicates that the test was “Passed”.
- The second row which contains the practical test must also be entered.
- After the practical test is corrected, the resulting data will be entered into the Practical Exam template.



Entering Practical Exam Scores

- ❑The practical test has an area to enter the applicants results plus the GSL addition and subtraction from the applicant results.
- ❑The areas outlined in blue must be filled in.
- ❑The program will calculate the end results.



Administer ACG Practical Exam

Authorized Corn Practical
Test

	Total Points Possible	Achieved	Final Score
Total Score	96	0	0%
Interpretive Score	64	0	0%
Determination			Fail

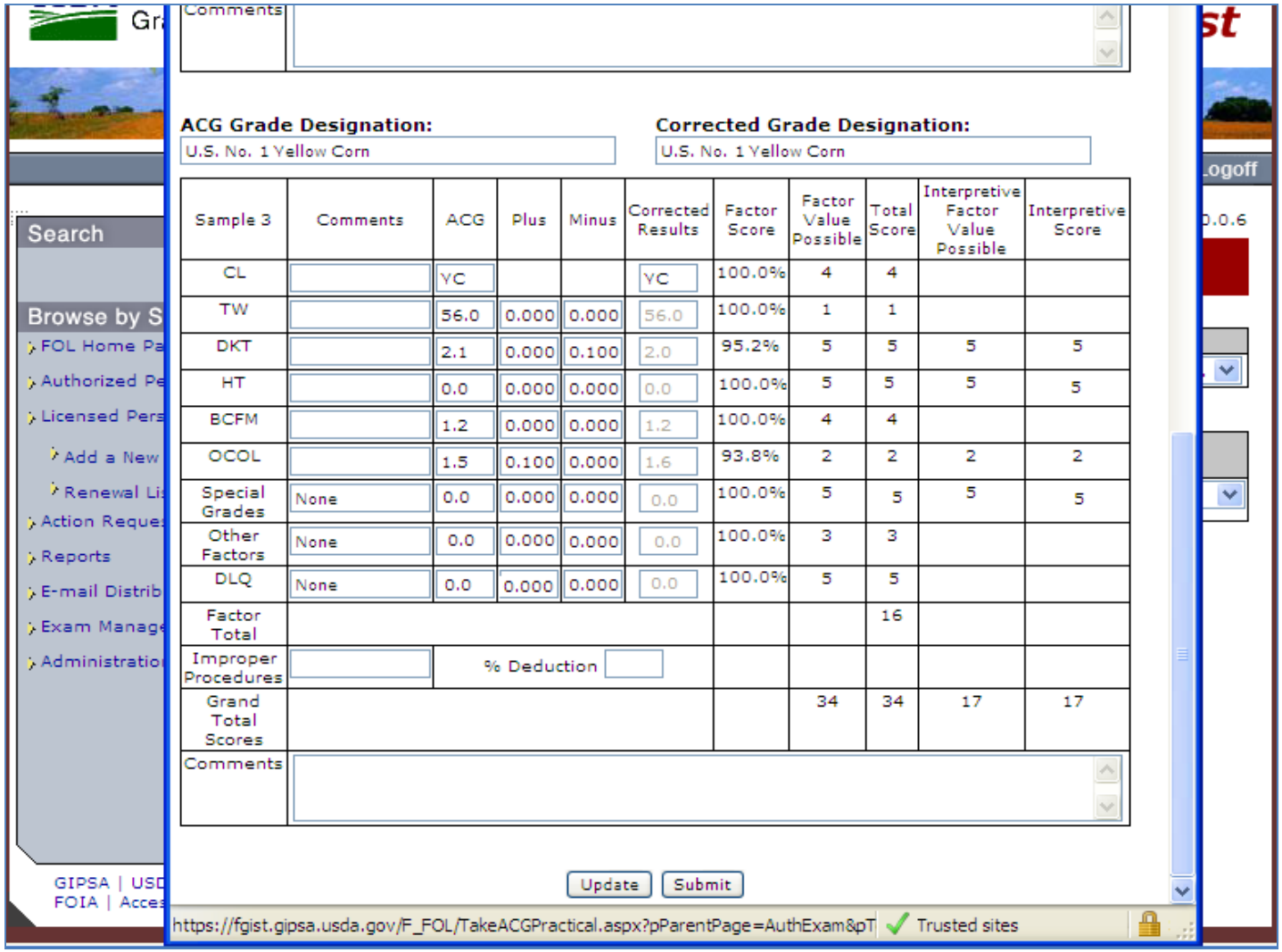
ACG Grade Designation: **Corrected Grade Designation:**

Sample 1	Comments	ACG	Plus	Minus	Corrected Results	Factor Score	Factor Value Possible	Total Score	Interpretive Factor Value Possible	Interpretive Score
Class							4			
Test-weight							1			
Damaged Kernels Total							5		5	
Heat Damage							5		5	
Broken Corn and Foreign Material							4		4	
Other Colors							2		2	
Special Grades							3			
Factor Total								0		
Improper Procedures		% Deduction								
Grand Total Scores							24	0	16	0
Comments										

ACG Grade Designation: **Corrected Grade Designation:**

Viewing Points For Practical Exam

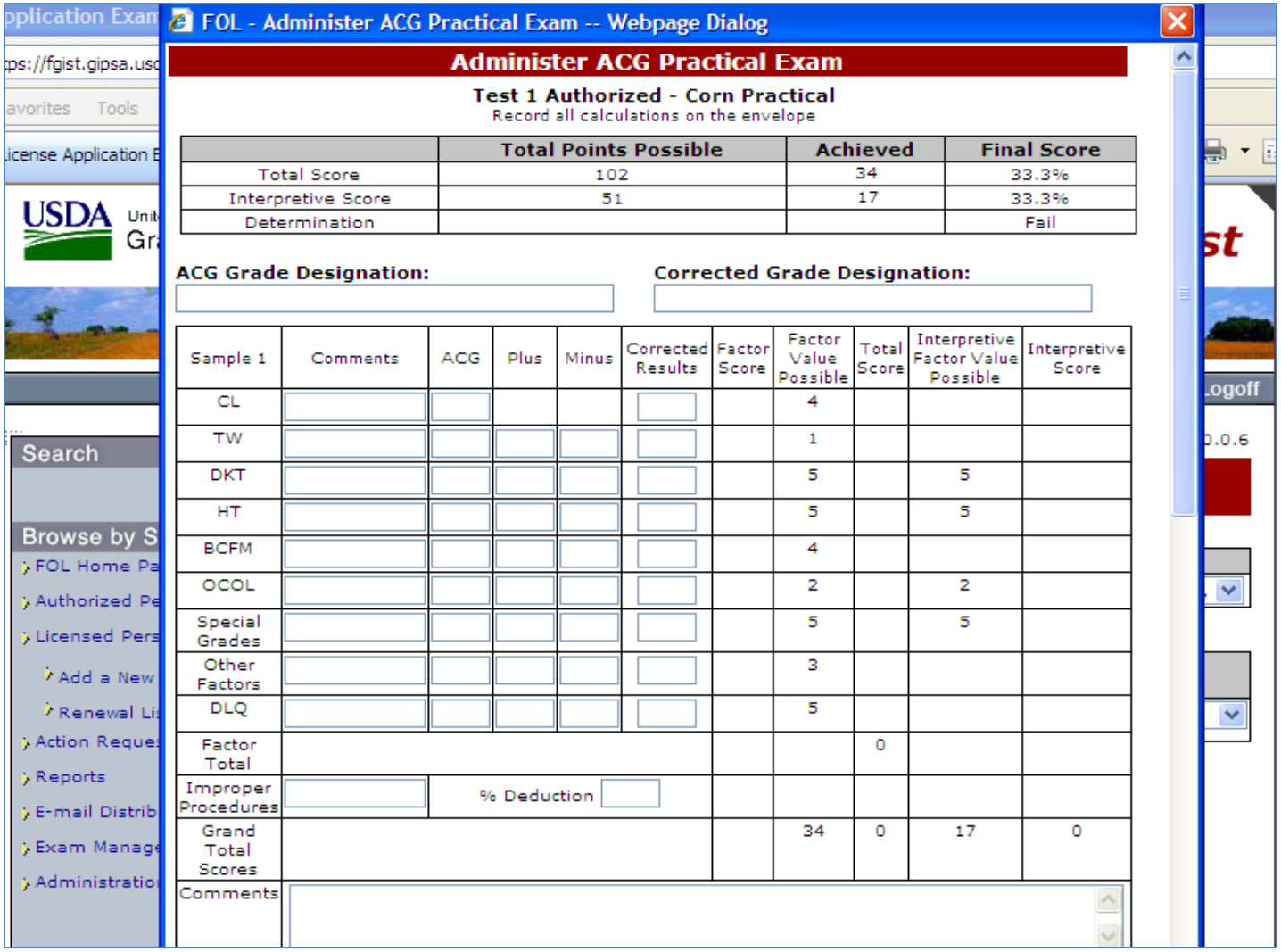
- When the data for one sample is entered, “Update” can be used to calculate the data that has been entered.
- When the entire test is completed, submit is entered.



Sample 3	Comments	ACG	Plus	Minus	Corrected Results	Factor Score	Factor Value Possible	Total Score	Interpretive Factor Value Possible	Interpretive Score
CL		YC			YC	100.0%	4	4		
TW		56.0	0.000	0.000	56.0	100.0%	1	1		
DKT		2.1	0.000	0.100	2.0	95.2%	5	5	5	5
HT		0.0	0.000	0.000	0.0	100.0%	5	5	5	5
BCFM		1.2	0.000	0.000	1.2	100.0%	4	4		
OCOL		1.5	0.100	0.000	1.6	93.8%	2	2	2	2
Special Grades	None	0.0	0.000	0.000	0.0	100.0%	5	5	5	5
Other Factors	None	0.0	0.000	0.000	0.0	100.0%	3	3		
DLQ	None	0.0	0.000	0.000	0.0	100.0%	5	5		
Factor Total								16		
Improper Procedures		% Deduction								
Grand Total Scores							34	34	17	17
Comments										

Populating Final Score

- Once "Submit" is selected, the final score is calculated.
- A pass or fail is indicated.



Viewing Exam Results

Return to the license examinations to view the status of the tests.

The written portion has been passed while the Practical has been failed.

The tests can be repeated three times. Under the Action column for the practical exam the user can take a second exam after the first attempt failed.

Conclusion

- This completes the test procedures to determine proficiency in the grading of Corn.
- In this course we have navigated to an area of the program where a test can be requested; downloaded the requested tests and have gone through the procedures for taking a test.
- The procedures for testing are similar to the procedures that a licensed person would follow to test for a license.

Course Contact

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