



NORTH CAROLINA COMMUNITY COLLEGE SYSTEM
H. Martin Lancaster, President

January 24, 2002

RESPONSE DEADLINE: February 8, 2002

MEMORANDUM

TO: Vehicle Safety/Emissions Inspection Certification Coordinators

FROM: Eldon Meacham, Associate Director
Program Services

SUBJECT: Vehicle Safety Inspection Certification Test 2002-01

Enclosed is a master copy of the Vehicle Safety Inspection Certification Test 2002-01, a master copy of the Vehicle Safety Inspection Certification Test 2002-01 Answers Included, a master copy of an answer sheet, and Vehicle Safety/Emissions Inspection Certification Test 2002-01 Instructions. Beginning Monday, February 11, 2002, Test 2002-01 will be given to all students that complete the Vehicle Safety Inspection Certification Class. Tests will be revised throughout the year and mailed to safety and emissions inspection certification coordinators.

Coordinators are responsible for distributing copies of the revised tests to all instructors who teach safety inspection certification classes at their college. **The tests are considered a controlled item and should be kept in a locked file/safe at all times except when being used for testing.** All tests that are given to students during a class need to be collected before a student leaves the classroom. Coordinators should keep copies of the completed answer sheets for one year after a student has taken the test.

Before February 11, 2002, destroy all copies of Vehicle Safety Inspection Certification Test 2000-02 except for one copy. This copy should be kept in your files for one year before it is destroyed.

A Test Receipt Form will be sent to each coordinator as an e-mail attachment. Please complete the Receipt Form and return it by **Friday, February 8, 2002**. If you have questions, please call me at (919) 733-7051, extension 421 or send an e-mail message to meachame@ncccs.cc.nc.us.

CEM

Enclosures

c: Presidents

Senior Continuing Education Administrators

Dr. Delores Parker

Mr. Mike Pittman

CC02-013

Paper Copy

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