

**FLORIDA A & M UNIVERSITY (FAMU)  
FLORIDA DEPARTMENT OF TRANSPORTATION (FDOT)  
CONSTRUCTION MANAGEMENT DEVELOPMENT PROGRAM AND  
BOND GUARANTEE PROGRAM (CMDP-BGP)**

**REMEDIAL TRAINING/ASSESSMENT FORM**

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NAME	COMPANY	DATE
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TRAINING SITE	CMDP COURSE	INSTRUCTOR
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FAMU/FDOT CMDP-BGP  
2035 East Paul Dirac Drive  
Morgan Bldg., Innovation Park  
Suites 130-140  
Tallahassee, Florida 32310

PHONE: (850) 561-2393  
(800) 226-3881  
FAX: (850) 561-2395

## INSTRUCTIONS TO REMEDIAL EXAMINERS

The Remedial Examiners are being asked to work with the Examinees on a “one-on-one” basis. The objective of the remediation is two fold and is as follows:

1. The examiner is to determine what factors were contributed to the examinee not passing the exam or missing specific questions.
2. In the “one-on-one” discussion the examiner will ask several basic questions to ascertain the examinees technical proficiency. The results of these questions will allow the examiner to utilize his/her professional expertise in making a recommendation to the CMDP staff and the Department concerning the examinees proficiency in the subject matter.

### PROCEDURES

- I. The examiner will ask the examinee basic questions related to his performance on the examination.
  1. Did you have any difficulties reading the examination materials?     Yes     No  
Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  2. Do you feel that you misinterpreted a question on the examination or information on the plans or plans text?  
 Yes     No  
Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  3. Do you feel that there were problems with the examination materials?     Yes     No  
Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**NOTE:** A “yes” answer to any of these questions will be taken into account in making a final proficiency judgment.

## REMEDIATION FORM

I acknowledge completing the remediation process for the course: \_\_\_\_\_ for FDOT Construction sponsored by the Small Business Development Center at Florida A & M University (SBDC at FAMU) / Florida Department of Transportation (FDOT) Construction Management Development Program and Bond Guarantee Program (CMDP-BGP).

Examinee Signature \_\_\_\_\_

Company Name \_\_\_\_\_

Date \_\_\_\_\_

NOTE: The Remediation Analysis is complete for the examiner and they may be excused.

II. Based on his/her discussions (remediation sessions) with the examinee and the examinee responses to questions, the examiner will make any one of the following recommendations:

- \_\_\_\_\_ Re-examination: Issue same examination after review of previous examination and subject matter
- \_\_\_\_\_ Re-examination: Issues an alternate exam after prior review of the subject matter (For use when participant fails second examination)
- \_\_\_\_\_ Remediation: Further "one on one" assistance
- \_\_\_\_\_ "Retake" or "Reject": Have the examinee retake the course. (For participants scoring less than fifty percent (50%) of proficiency examination)

My recommendations concerning the participant are based in part on my discussions with the individual (his participation in the remediation sessions) and his responses to general questions. In my opinion and based on my personal professional expertise, the recommendation is valid.

Examiner \_\_\_\_\_  
Signature Title Date

CMDP Staff \_\_\_\_\_  
Signature Title Date

