



## **Exam Grader - Professional Land Surveying Take Home Quote Request**

The Wyoming Board of Professional Engineers and Professional Land Surveyors is seeking quotes for an Exam Grader of the Wyoming Land Surveying Take Home Exam.

### **What is the Exam?**

The Wyoming Land Surveying Take Home Exam is a hands-on open book exam which assesses an applicant's knowledge of and ability to apply Wyoming law and regulations as a professional land surveyor. Passage of the exam is necessary prior to the issuance of a Wyoming Professional Land Surveying (LS) license.

### **What does an exam grader do?**

The Exam Grader (Grader) works directly with the Board's Exam Coordinator (Coordinator). As exams are submitted to the Board office, the Coordinator assign a code to the exam to maintain anonymity of the examinee. The exam is then sent to the Grader. The Grader uses a grading guideline to assess the exam and apply scores. The grading guideline provides parameters to help determine if the examinee achieves a minimum threshold for each problem. The Grader is provided a scoring sheet where scores and comments are documented. The scoring sheet and exam are then returned to the Coordinator. Coordinator then communicates back to the examinee. If examinee is required to rework specific problems, then information from the scoring sheet is shared with the examinee.

All communication occurs through the Board's Exam Coordinator to maintain anonymity for both the Grader and the examinee. Coordinator and Grader may share information in a completely digital/secure environment. It is possible the Grader may need to access a shared Google environment to obtain exams and provide feedback.

Graders may be asked to critically assess the exam and the exam guideline and propose updates to Exam Coordinator and, if needed, the Board.

Graders are expected to return a graded exam within 15 days from the date the exam is received for grading. Exams are submitted for grading on an irregular basis. The exam contents and grading tool are confidential. Graders must maintain that confidentiality.

The Exam Grader spends an average of 5-6 hours per month grading exams however that time can vary from 0-15 hours per month. The selected candidate will enter into a 2- or 3-year Contract with an option to extend. It is expected the selected candidate would begin work November, 2021 or after a Contract is executed.

## **What is the Board looking for?**

The successful candidate will hold an active Wyoming LS license and exhibit a strong understanding of Wyoming law. Candidates must be technologically proficient or have the capacity utilize new technology as part of the grading process. Candidates may be asked, if needed, to provide additional information such as completing a sample exam.

## **Interested? Your Next Steps:**

Interested individuals shall **respond by August 31, 2021** by providing the following:

- ✓ Name, LS License #
- ✓ Why you would like to be an Exam Grader (1-5 sentences):
- ✓ Outline of your professional surveying career
- ✓ Summarize the typical areas of Wyoming law you utilize as part of your professional practice.
- ✓ Briefly explain your technological proficiency and/or capacity to utilize new technology
- ✓ Proposed Hourly Rate: \$ \_\_\_\_\_

## **Quotes may be submitted by hardcopy or email to:**

Shannon Stanfill, Wyoming Board of Professional Engineers and Land Surveyors  
6920 Yellowtail Rd. Ste. 100  
Cheyenne, WY 82002  
Email: [Shannon.stanfill@wyo.gov](mailto:Shannon.stanfill@wyo.gov)

Questions may be submitted to: [Shannon.stanfill@wyo.gov](mailto:Shannon.stanfill@wyo.gov) or by calling (307) 777-6207