



Seller Training Classroom Instructions for Standardized Tests

Form ST-429 (01/2011)

The examination booklets and answer keys are the property of the Texas Alcoholic Beverage Commission. The TABC prohibits distributing these examination booklets or answer keys to the public in any form, including electronically.

It is the responsibility of each seller training school and trainer to maintain the integrity of the seller training test. **Failure to do so is a violation of TABC Administrative Rule §50.10 and can result in the cancellation of the seller server training school and/or trainer certification.**

The school must retain the test answer sheets for a period of four (4) years.

Record audits will be conducted by TABC compliance officers to verify that the seller server training schools are properly maintaining all examination booklets, answer keys, and answer sheets issued to that school.

Testing Instructions:

1. No test questions and/or answers will be discussed before or during the class or test. (Bilingual instructors may, in response to direct inquiries, clarify test questions using another language.)
2. The test will be administered without any aids. Open books, notes, or class aids may not be used.
3. Learning disabilities may be accommodated. Someone may read the test to a trainee.
4. The person reading must not indicate answers in any manner.
5. The trainer must be in the room and monitor the students taking the test at all times.
6. Cheating or perceived cheating (i.e. looking at notes, talking to other students, looking at other students' tests, etc.) will result in a failing grade and no certificate will be issued.
7. The trainer and/or an assistant must grade the test. Students are not allowed to grade tests.
8. A student may retake the entire test once immediately after failing the test the first time. The test questions and answers cannot be discussed with the student. A student that fails the test may not be told which questions were missed.
9. After grading each test, complete the information at the bottom of each answer sheet.



Seller Training Classroom Instructions for Standardized Tests

Form ST-429 (01/2011)

Administering the test:

1. Distribute the answer sheets.
2. Read the following instructions to the students:
 - a. In order to be properly graded, write the test number located on the cover of the examination booklet on the answer sheet. Please include the letter at the end of the number.
 - b. Write the school number on the answer sheet. The school number is ____ - ____
 - c. Print your name on the answer sheet.
 - d. Write your date of birth, including the month, day, and year.
 - e. Write your telephone number, including the area code.
 - f. Write your e-mail address. This is optional.
 - g. Write your mailing address.
 - h. Write your Social Security Number.
 - i. Sign your name.
 - j. The examination booklet is the property of the State of Texas and must not be written on.
 - k. The examination booklet must be returned to me before your test is graded.
 - l. Please mark all of your answers on the separate answer sheet.
 - m. The test is comprised of twenty-five (25) multiple-choice questions.
 - n. Choose the one best answer for each question.
 - o. Fill in the appropriate letter bubble completely.
 - p. Multiple marks for a question will result in an incorrect answer.
 - q. If you need to make a correction, place a large X over the incorrect bubble answer and then fill in the correct letter bubble.
 - r. Any cheating or perceived cheating, (i.e. looking at notes, talking to other students, looking at other students' tests, etc.) will result in a failing grade and no certificate will be issued to you.
3. Hand out the examination booklet.
4. Instruct the students to begin the examination.