

TEXAS BOARD OF PROFESSIONAL GEOSCIENTISTS

*Certification and Licensure in
the Geophysics Discipline*



Candidate Handbook

Texas Geophysics Examination
Texas Fundamentals of Geophysics Examination

Established 2017, Revised September 26, 2023

Table of Contents

I.	Licensure as a Professional Geoscientist and Certification as a Geoscientist-in-Training in the Geophysics Discipline.....	2
II.	Examination Special Accommodations Requests.....	3
III.	Texas Geophysics Examination (TGE).....	4
	A. Purpose and Design.....	4
	B. Background.....	5
	C. Psychometric Review.....	5
	D. Domain Descriptions.....	7
	E. Examination Blueprint.....	8
	F. Reference Reading List.....	8
IV.	Texas Fundamentals of Geophysics Examination (TFGE).....	8
	A. Background and Scope.....	8
	B. Exam Information and Content.....	8
	C. Domain Descriptions.....	9
	D. Examination Blueprint.....	9
	E. Reference Reading List.....	9
V.	Examination Day.....	12
	A. Check-in.....	12
	B. Restroom breaks.....	12
	C. Uncontrollable circumstances.....	12
VI.	Examination Candidate Instructions.....	13
	A. Start of examination.....	13
	B. Statement of Examination Compliance Form.....	13
	C. Candidate Question Comment Form. (Appendix 3).....	13
	D. Completion of examination.....	13
VII.	Grading Process: Transposing candidate answers into the Gainesville system, Scoring, Release of Score and Pass/Fail Determination.....	14
VIII.	Final Score Report: Strength/Weakness - Example Grade Sheet.....	15
IX.	Examination Retake Policy.....	16
X.	Manual Re-grade of Examination.....	16
XI.	Proctored Review of Examination.....	16
XII.	Gainesville Review of Examination Comment Forms.....	17

Appendix

1.	TBPG Rules §§851.20 - 851.29, §§851.40 - 851.41, and §851.80.....	14
2.	Statement of Examination Compliance Form.....	15
3.	Candidate Question Comment Form.....	16

I. Licensure as a Professional Geoscientist and Certification as a Geoscientist-in-Training in the Geophysics Discipline

The Texas Board of Professional Geoscientists (TBPG) licenses Professional Geoscientists (P.G.s) in accordance with criteria set forth in the Texas Geoscience Practice Act (Geoscience Act) and the Rules of the Board. The TBPG issues licenses in three disciplines: Geology, Geophysics, and Soil Science.

According to TBPG rule §851.10 (22), Geophysics refers to the science which involves the study of the physical Earth by means of measuring its natural and induced fields of force, and its responses to natural and induced energy or forces, the interpretation of these measurements, applied with judgment to benefit or protect the public.

The exam requirement for the P.G. license in the Geophysics discipline is the Texas Geophysics Exam (TGE). The exam requirement for the Geoscientist-In-Training (GIT) Certification is the Texas Fundamentals of Geophysics Exam (TFGE). GIT certification and/or the TFGE is not a requirement for P.G. licensure but it is an option for potential licensing candidates to prove, through examination, mastery of the fundamentals as a path to full licensure.

Texas Geophysics Exam. In order to sit for the Texas Geophysics Examination (TGE) a person must meet the education and experience requirement (as applicable) and submit an application for licensure as a Professional Geoscientist in accordance with [TBPG rule §851.20](#), and all necessary supplementary documentation (such as transcripts, foreign transcript evaluation, if appropriate, an examination request form, and the appropriate fees). Passing this exam is required for an individual applying for a P.G. license in the discipline of Geophysics.

The requirements for licensure as a Professional Geoscientist (P.G.) are found in [§851.20](#). (See Appendix 1)

Forms, documentation, and required fees to sit for the Texas Geophysics Exam:

- Submission of Initial Application for P.G. Licensure
 - Via online application through: [TBPG Online Services](#) with \$255 application fee; or
 - Submission of [Initial Application for P.G. Licensure \(Form A\)](#) and the [Qualifying Work Experience Record](#), and payment of the \$255 application fee
- Submission of an [Examination Request \(Form E\)](#) with payment of \$25 administrative fee
- Payment of \$175 Texas Geophysics examination fee
- Submission of official academic transcripts, submit to: licensing@tbpg.texas.gov
- [Verification of Other Licenses \(Form XII\)](#), if applicable
- Description and documentation of Criminal/disciplinary/litigation history, as applicable

TBPG also issues Geoscientist-in-Training certifications (GITs) for those individuals who meet the education requirement and submit an application for GIT.

Texas Fundamentals of Geophysics Exam. In order to sit for the Texas Fundamentals of Geophysics Examination, a person must meet the education requirement for P.G. licensure, which includes a four-year academic degree, and 30 hours of geoscience coursework, including at least 20 hours in upper division geoscience coursework. Passing this exam is required to qualify for a GIT certificate in the discipline of Geophysics but it is NOT a requirement for a P.G. licensure.

The requirements for GIT Certification are included in §851.40 Geoscientist-in-Training (GIT) (See Appendix 1)

Forms, documentation, and required fees to sit for the Texas Fundamentals of Geophysics Exam:

- Submission of a Texas Fundamentals of Geophysics Examination Request
 - Either online via [TBPG Online Services](#); or
 - Submission of [Examination Request \(Form E\)](#) with \$25 fee administrative fee
- Payment of \$75 Texas Fundamentals of Geophysics Exam fee
- Submission of official academic transcripts, submit to: licensing@tbpg.texas.gov
- Description and documentation of Criminal/disciplinary/litigation history, as applicable

After passing the TFGE, the candidate qualifies for certification as a Geoscientist-In-Training. The following must be submitted to receive Certification:

- Submission of an [Application for GIT Certification \(Form H\)](#) with \$25 application fee

An applicant who is determined to be eligible to take either the Texas Fundamentals of Geophysics exam or the Texas Geophysics exam will be contacted to schedule the examination administration date and time. Both examinations are administered in the TBPG office in Austin, Texas, and can be scheduled at a time that is most convenient for the applicant and the Examination Administrator, during regular business hours.

II. Examination Special Accommodations Requests

It is the policy of the Texas Board of Professional Geoscientists to allow an examination candidate with documented disabilities who qualifies as disabled under the Americans with Disabilities Act (ADA) to take licensing examinations under special conditions. The goal of TBPG is to provide special and reasonable consideration to disabled, qualified examinees who demonstrate functional limitations that affect their ability to take the exam.

For information and assistance regarding needs that fall under the ADA, or for more information about disability rights, contact the US ADA Information Line at 800/514-0301 (voice) or 800/514-0383 (TTY) or go to the ADA web site at (www.ada.gov).

Requesting exam accommodations. The goal of such accommodation is to ensure that the exam results for an individual with documented disabilities accurately reflect the individual's aptitude or achievement level (or whatever other factor the exam purports to measure) rather than the individual's impaired sensory, manual or speaking skills (except where those skills are the factors that the test purports to measure).

Typical special conditions that are approved include, but are not limited to:

- additional time up to 50%
- a separate examination area to control/minimize noise and distractions
- adjustment to the font/print size on an examination booklet
- a reader or recorder for individuals with mobility or vision impairments, who cannot read or write on their own

If a special accommodation is not requested in advance, the Examination Administrator cannot guarantee the availability of accommodation on site at the time of the examination administration.

Approval Process. The review/approval process may take up to 30 days and will not begin until all required documentation has been received by TBPG. Please account for processing time when planning to take the examination.

Texas Geophysics Examinations Special Accommodations Requests

An exam candidate must indicate any need for accommodations during the examination registration process or upon application to sit for either examination. In order to qualify for special accommodation request, an examination candidate must:

- qualify as disabled under the Americans with Disabilities Act (ADA)
- notify TBPG upon application of the examination for which the candidate is requesting the special consideration
- submit a written statement from a doctor which documents that the examination candidate is disabled and describes the special conditions the candidate needs
- provide supporting documentation outlining the special needs of the candidate

Please Note: Additional documentation may be required. If additional documentation is requested, you will be provided a written letter detailing the required information.

III. Texas Geophysics Examination

A. Purpose and Design

The Texas Geophysics Examination (TGE) is the qualifying licensing examination to be licensed as a Professional Geoscientist (P.G.) in the discipline of geophysics in Texas. In partnership with Gainesville Independent Testing Service (Gainesville), TBPG has developed and administers the examination to qualify applicants for P.G. licensure in the discipline of geophysics.

The Texas Geophysics Examination is the intellectual property of the TBPG and the State of Texas. Action by any person that constitutes an unauthorized use of any portion of the examination, or that results in a breach in the security of the examination, may result in disciplinary action by the TBPG including possible civil action and/or criminal prosecution.

TBPG works with Gainesville to review examination performance and make on-going improvements to the examination. The TGE is constructed and designed to assess the examinee's knowledge in the fundamentals **and** practice of geophysics. Scoring is designed to identify whether the examinee possesses the minimum knowledge required to engage in the public practice of geoscience in Texas.

The TGE examination was developed by using the directed approach and following the practices and standards outlined in "Standards for educational and psychological testing" published by the American Educational Research Association, American Psychological Association, and the National Council on Measurements in Education adopted in 1999 and published in the 2008 reprint, and the applicable standards listed by the National Association of State Contractor Licensing Agencies. Classic development procedures were used with support and direction of Gainesville, LLC staff and psychometrician Lena Zappo, PhD.

During the process of examination development, meetings were held in Austin and Houston, Texas, U.S.A. with the volunteer subject matter experts (SME) in attendance. There were four meetings held during the original development, which included Directed Task Analysis, Blueprint Development, Question Development, and Question Review and Scoring. Question scoring was performed using a modified Angoff Method wherein each SME estimates the difficulty of a question and how many first time takers would get the question correct using a base of 10 individuals to estimate from.

The revision process built upon the base of the original development and the following activities were undertaken: Blueprint review and revision, question review, new question development,

and form review. The same standards and processes used during the original development were again applied to the revision cycle.

Scoring occurs through a multiple step quality control process. Each examination administration is graded and scored based upon the candidate's responses to the questions. Each administration will be scored manually and double-checked through the multi-step data entry process with the final score being arrived at through the computer based testing system wherein all results will be stored indefinitely.

B. Background

The TGE was initially constructed in 2003-2004 by a group of volunteer geophysicist subject matter experts (SMEs) at the request and authorization of the Texas Board of Professional Geoscientists and Jay Bowermeister, owner of Gainesville Independent Testing Service (Gainesville). TBPG Board Member Kelly Krenz-Doe, P.G., worked as a SME on the initial effort and provided guidance and oversight to the issues surrounding the examination until her term ended in April 2016.

In 2013, the initial Texas Geophysics Examination had been in existence and use for 8 years. At that time, the TBPG Appointed Board determined that it was prudent and necessary to update or refresh the examination because, although basic principles had not changed, technology and methodology had. The agency contracted with Gainesville to assemble another group of volunteer geophysicists subject matter experts to review and redesign the examination "blue print;" review existing examination questions, validating, verifying and writing new questions, as necessary; review the examination's reference material, verify and revise as needed; and review, verify and validate the test form assembly, revising it as necessary.

The majority of the work involved with the Texas Geophysics Examination update process was completed by the SMEs in 2015. The Second Edition of the Texas Geophysics Examination was completed and became available as of August, 2016.

Note: In 2019, the Second Edition of the TGE was reviewed to determine the accuracy of the projected Angoff scoring for the exam. As a result, the passing score of the exam was revised per Gainesville recommendations. Additionally, the Subject Matter experts assisted in creating a Fundamentals of Geophysics exam, which became available in October 2021 for those desiring to pursue a Geoscientist-in-Training certification.

The Texas Geophysics Examination is administered by TBPG staff, in conjunction with Gainesville. Gainesville maintains the question bank and draws test forms (instances of the examination) and provides access to the examination to TBPG staff. TBPG staff members administer and proctor the examination. TBPG staff members also work with Gainesville to score the completed examinations. Gainesville provide final scoring information to TBPG staff. TBPG staff members provide the scoring information to the examinee. Upon passage of the examination, TBPG staff members initiate the appropriate administrative actions with regard to the examinee's application for licensure as a Professional Geoscientist or certification as a Geoscientist-in-Training.

C. Psychometric Review

Statistical Analysis - Data for statistical analysis is kept in the active database used for the final step of the scoring/grading process.

Statistical information shall be analyzed when requested or at intervals of every 5th (fifth) administration, though data analysis may not show significance until after 10 or more administrations will have been given. Inference may be made by evaluation of data after that point.

D. Domain Descriptions

Texas Geophysics Examination Domain Descriptions	
Domain	Description
Seismic	Is a geophysical method based on the propagation of elastic waves within the subsurface.
Electrical Resistivity	Is based on the measurement of the variation of electrical properties of geological materials as function of depth and/or lateral position.
Magnetics	Involves the measurement and analysis of the spatial variation of the Earth's magnetic field.
Gravity	Is based on the measurement and analysis of the spatial variation of the Earth's gravitational field.
Ground Penetrating Radar	Is a geophysical method based on the propagation and reflection of electromagnetic waves in the microwave band of the electromagnetic spectrum.
Electromagnetic	Involves the measurement and analysis of electrometric energy propagating through the Earth. This energy can be natural or induced.
Public Safety	An understanding of the protection and mitigation of public safety related to the practice of geophysics.
Practitioner Safety	An awareness of the potential safety hazards to the practitioner related to the practice of geophysics

E. Examination Blueprint

Texas Geophysics Examination (TGE) Blueprint		
Domain Area	Number of questions	Percent of total
Seismic	20	28.57%
Electrical	5	7.14%
Magnetics	5	7.14%
Gravity	5	7.14%
Ground Penetrating Radar	10	14.29%
Electromagnetic	18	25.71%
Public Safety	4	5.71%
Practitioner Safety	3	4.28%
Total	70	100%

F. Reference Reading List

- Chapter 18, Investigations in Geophysics, No. 13, Near Surface Geophysics, Dwain K. Butler, Society of Exploration Geophysicists
- Transportation Research Circular E-C130, July 2008
- Field Geophysics, 3rd Edition, 2003 John Milsom
- Applied Hydrogeology, C.W. Fetter, Second Edition
- ASTM D6429-99 (2011)
- ASTM D 420-98 (2003)
- ASTM D5777-00 (2011)
- ASTM D4428/D4428M-2014
- ASTM D6429-11
- Trade Knowledge
- ASTM D7128-05 (2010)
- 29 CFR 1910 OSHA Subparts D,E,F,G,J
- 29 CFR 1926 OSHA Standards for the Construction Industry

IV. Texas Fundamentals of Geophysics Examination (TFGE)

A. TFGE Background and Scope

The TFGE is the examination specifically for applicants of the Geoscientist-in-Training certification. This examination was created in 2019 with the assistance of Subject Matter Experts and Gainesville Independent Testing Service (Gainesville). In partnership with Gainesville, TBPG has developed and administers this examination.

This examination is the intellectual property of the Texas Board of Professional Geoscientists and the State of Texas. Action by any person that constitutes an unauthorized use of any portion of the examination, or that results in a breach in the security of the examination, may result in disciplinary action by TBPG including possible civil action and/or criminal prosecution.

The TFGE is administered by TBPG staff, in conjunction with Gainesville. Gainesville maintains the question bank, draws test forms, and provides TBPG access to the examination. TBPG staff members administer and proctor the examination. TBPG staff members also work with Gainesville to score the completed examinations. Gainesville provides final scoring information to TBPG who will provide the scoring information to the examinee. Upon passage of the examination, TBPG staff members will also initiate the appropriate administrative actions with regard to the examinee's application for GIT certification.

B. TFGE Exam Information and Content

The TFGE is based on trade-specific information pertaining to materials, tools, equipment, practices, terminology, and relevant laws. This examination is administered in the TBPG office in Austin, Texas and will be scheduled at a time during normal business hours that is agreed on by the applicant and TBPG. It is a two-hour closed book examination with 40 multiple-choice questions.

C. TFGE Domain Descriptions

Texas Geophysics Examination Domain Descriptions	
Domain	Description
Seismic	Is a geophysical method based on the propagation of elastic waves within the subsurface.
Electrical Resistivity	Is based on the measurement of the variation of electrical properties of geological materials as function of depth and/or lateral position.
Magnetics	Involves the measurement and analysis of the spatial variation of the Earth's magnetic field.
Gravity	Is based on the measurement and analysis of the spatial variation of the Earth's gravitational field.
Ground Penetrating Radar	Is a geophysical method based on the propagation and reflection of electromagnetic waves in the microwave band of the electromagnetic spectrum.
Electromagnetic	Involves the measurement and analysis of electromagnetic energy propagating through the Earth. This energy can be natural or induced.
Public Safety	An understanding of the protection and mitigation of public safety related to the practice of geophysics.
Practitioner Safety	An awareness of the potential safety hazards to the practitioner related to the practice of geophysics

D. Examination Blueprint

Texas Fundamentals of Geophysics (TFGE) Blueprint		
Domain Area	Number of questions	Percent of total
Seismic	10	25%
Electrical	2	5%
Magnetics	3	7.5%
Gravity	4	10%
Ground Penetrating Radar	5	12.5%
Electromagnetic	9	22.5%
Public Safety	4	10%
Practitioner Safety	3	7.5%
Total	40	100%

E. TFGE Reference Reading List

- Chapter 18, Investigations in Geophysics, No. 13, Near Surface Geophysics, Dwain K. Butler, Society of Exploration Geophysicists
- Field Geophysics, 3rd Edition, 2003 John Milsom
- ASTM D6429-99 (2011) No newer version
- ASTM D 420-98 (2003) ASTM 42-18 is newest version
- ASTM D5777-00 (2011) ASTM 5777-18 is newest version
- ASTM G57 (2012) No newer version
- 29 CFR 1910 OSHA Subparts D,E,F,G,J
- 29 CFR 1926 OSHA Standards for the Construction Industry
- Encyclopedic Dictionary of Applied Geophysics, Fourth Edition, 2002, Robert E. Sheriff, Society of Exploration Geophysicist, Tulsa, OK
- A First Course in Geophysical Exploration and Interpretation, 1978, Robert E. Sheriff, International Human Resources Development Corp., Boston, MA
- Introduction to Geophysical Prospecting, Third Edition, 1978, Milton B. Dobrin, McGraw-Hill, Inc., New York, NY
- Modern Geophysics in Engineering Geology, 1997, GSL Engineering Special Publications No. 23, Geological Society of London, UK

V. Examination Day

TBPG works to provide a comfortable physical environment for the examination candidate while also protecting the integrity of the examination/examination process through secure measures. We ask that candidates respect measures taken by staff as we balance these two important objectives.

Candidates should plan accordingly in order to allow time to park and access the TBPG office in accordance with the scheduled examination time. TBPG is located at:

George H.W. Bush State Office Building
1801 Congress, Suite 7.800
Austin, Texas 78701

The Bush State Office Building is a secure building. Upon arrival, the exam candidate must check in at the ground floor security desk and present a valid government issued photo identification. The candidate should call our office, or ask security to contact our office, and wait for TBPG staff to greet them. All examination candidates must be escorted to the examination room by TBPG staff.

TBPG will provide all needed items for the examination including a calculator, ruler, and scratch paper. The candidate must power down (not silence) electronic devices (phones, etc.) and place them and any other personal belongings in an inaccessible area designated by TBPG staff. An examination candidate should dress in such a manner as to facilitate monitoring. Hats, coats, jackets, etc. must be removed and stored with personal items.

A. Check-in

The TBPG Examination Administrator will guide the check-in process. The check-in process is normally completed within 15-20 minutes of arrival. The check-in process includes:

- review of the candidate's valid photo identification (e.g.: driver's license)
- familiarization with the restroom facilities
- storage of personal items
- other miscellaneous logistics

B. Restroom Breaks

A candidate may take restroom breaks. An Examination Proctor will escort the candidate to and from the restroom. A candidate may not access personal items during a restroom break, make a phone call, or otherwise communicate with persons other than the Examination Proctor. The examination time does not stop for any candidate breaks.

C. Uncontrollable Circumstances

There are things TBPG cannot control, such as an unscheduled emergency evacuation drill, ~~or~~ actual emergency, adjacent city or private construction, power disruptions, etc. If such an event disrupts an examination administration, staff will work with the candidate to make an appropriate adjustment (which, depending on the circumstances, could include an adjustment to the examination time clock and/or, in extreme and rare occasions, rescheduling of the examination at no cost to the candidate).

Any specific needs prior to, or during the examination, related to the established examination rules and policies **MUST** be discussed with TBPG's Licensing Coordinator **PRIOR** to the scheduled examination.

VI. Examination Candidate Instructions

The Texas Geophysics Examination is a three-hour, 70-question, “closed book,” multiple-choice and true/false, paper-administered examination. The Fundamentals of Geophysics Examination is a two-hour, 40-question, “closed book,” multiple-choice examination. TBPG staff administers and proctors both examinations.

A. Start of Examination

The TBPG Examination Administrator or Proctor will read a set of instructions. At the appropriate time, the TBPG Examination Administrator will provide the examination to the candidate and announce that the examination has begun. The TBPG Examination Administrator or Proctor will note the time the examination began and the time the exam must end. The clock and the notation of the end time will be placed in candidate’s view.

B. Statement of Examination Compliance Form (*Appendix 2*)

Each candidate will be provided with a Statement of Examination Compliance Form. The Statement of Examination Compliance form confirms that the candidate has read, understands, and agrees to the examination rules and security provisions outlined on the form. It is the candidate’s responsibility to read, sign, and return the original Statement of Examination Compliance form to the TBPG Examination Administrator or Proctor before the start of the examination. Any candidate who fails to complete, sign, and return the Statement of Examination Compliance form will not be permitted to sit for the exam.

C. Candidate Question Comment Form (*Appendix 3*)

A Candidate Question Comment Form is provided for candidates to comment on examination questions. It is important to note comments regarding the examination questions. Comments assist the TBPG to improve the exam. In addition, it allows for TBPG to review questions for accuracy and could result in an examination candidate’s score being considered for possible adjustment.

Please note that in order for an exam candidate to appeal a question on the examination, the candidate must have commented on the question or questions. At the completion of the examination, the form must be returned to the Examination Administrator or Proctor, even if no comments were made. TBPG works with Gainesville (who may in turn work with one or more SME, depending on the nature of the comment) to determine whether any action or response is appropriate. In some circumstances an examination issue may be reviewed by the TBPG’s Application Review / Continuing Education Committee.

D. Completion of Examination

A candidate has three hours to complete the TGE examination. A candidate for the TFGE has two hours to complete the TFGE exam. A candidate may declare that he or she is finished and turn the examination in to the TBPG Examination Administrator or Proctor at any time prior to the end of three hours. When 30 minutes remain and when 15 minutes remain, the TBPG Examination Administrator or Proctor will announce the time remaining. At the end of three hours, the TBPG Examination Administrator or Proctor will announce that the time has ended. When the TBPG Examination Administrator or Proctor has announced that the time has expired, the candidate shall put down the pencil and turn in the examination.

VII. Grading Process: Transposing Candidate Answers into the Gainesville System, Scoring, Release of Score and Pass/Fail Determination

1. The TBPG Examination Administrator or Proctor will open the candidate's examination instance (open an examination online) on the Gainesville system.
2. The TBPG staff will enter the candidate's responses for each examination question in the Gainesville online system. After a double check that the candidate's responses have been accurately transposed from the paper to the online examination, TBPG staff will close the exam online.
3. TBPG staff will send a copy of the candidate's completed examination to Gainesville via a secure process.
4. Upon receipt of the examination, Gainesville staff will use the copy of the completed examination to determine whether TBPG staff accurately transposed the candidate's responses into the Gainesville examination scoring system (check the accuracy of the TBPG staff's data entry).
5. After Gainesville has verified the accuracy of TBPG staff's data entry, the examination will be scored by the Gainesville software.
6. A score sheet will be generated with the applicant's score that will include a total score and a breakdown of the candidate's performance per subject area or domain. A passing score is 68% or higher for the Texas Geophysics Examination. A passing score for the Fundamentals of Geophysics Exam is 70%. Please see the example that follows.
7. Gainesville will provide the candidate's score/breakdown to TBPG. TBPG staff should receive the results from Gainesville within 15 days of the date Gainesville receives the completed examination.
8. TBPG staff will provide candidates with examination score/breakdown via regular US First Class mail. Generally, examination candidates should receive results within 20-30 days of the examination date.
9. TBPG (and not Gainesville) will release scores to the candidate (or to the candidate's legally designated representative upon receipt of written approval by the candidate). Examination scores (like all other application materials, with the exception of references) are not confidential by law.

VIII. Final Score Report: Strength/Weakness - Example Grade Sheet



**Gainesville Independent
Testing Service, LLC**

Examinations Engineered To Your Needs

Strength/ Weakness and Final Score Report for:

Candidate Name: _____

Examination Date: _____

Texas Geophysics Examination Score		
Result = Pass		
Score 98.57%		
Domain	Correct Answers	Domain percentage
Seismic	19 out of 20	95.00%
Electrical	5 out of 5	100.00%
Magnetics	5 out of 5	100.00%
Gravity	5 out of 5	100.00%
Ground Penetrating Radar	10 out of 10	100.00%
Electromagnetic	18 out of 18	100.00%
Public Safety	3 out of 3	100.00%
Practitioner Safety	4 out of 4	100.00%
TOTAL	69 out of 70	98.57%

IX. Examination Retake Policy

To preserve the security of the examination, an Examination candidate who has passed the Texas Geophysics Examination or the Texas Fundamentals of Geophysics Examination may not retake the examination. A candidate who has failed the TGE or TFGE may retake it after the following waiting periods:

- First retake (second time to take the Texas Geophysics Examination)—no sooner than 30 days after the first examination administration.
- Second and all other retakes (third time or more to take the Texas Geophysics Examination)--no sooner than 180 days after the previous examination administration.

The TBPG does not limit the number of times a candidate may take either exam.

X. Manual Re-grade of Examination

Because scoring occurs through a multiple step quality control process, a manual re-grade is very unlikely to yield a different score. However, an examination candidate may request a manual re-grade. A manual re-grade is performed by Gainesville at a cost of \$50, payable to Gainesville. A manual re-grade is performed by reviewing the original examination on which the candidate indicated his or her response in conjunction with the examination form answer sheet. A request for a manual re-grade must be made in writing to TBPG within 30 days after receiving the exam results.

Upon receipt of a request and fee, Gainesville will perform a manual re-grade and provide both the examination candidate and TBPG a copy of the results of the manual re-grade.

If a manual re-grade results in the change from a failing score to a passing score, TBPG staff will update the candidate's application record and take the appropriate step toward processing the applicant's application for licensure or certification (issue the license or certification or notify the applicant of any other application deficiencies).

XI. Proctored Review of Examination

Proctored Review. It is the policy of TBPG and Gainesville, LLC to allow Proctored Reviews for any Texas Geophysics Examination taken and FAILED by a candidate. The fee for a proctored review is \$50, payable to TBPG. Upon request and payment of the fee, TBPG staff will arrange and schedule the proctored review. Proctored reviews are held in or near the TBPG administrative office in Austin, Texas.

- Proctored Reviews are conducted in the same or similar setting and conditions as the initial examination administration.
- Proctored Reviews are proctored or monitored the same manner as an actual examination administration.
- The maximum time allowed for a Proctored Review is 50% of the original time for the initial examination administration (i.e. the three hour test has a maximum 1.5 hour time for a Proctored Review).
- The examination candidate is provided a copy of the examination. The examination candidate is provided with a document that displays whether the candidate got each examination question correct or incorrect when the candidate sat for the examination. The candidate is not provided with the candidate's responses when the candidate sat for the examination.

- Candidates are not permitted to discuss examination questions with Proctors. Proctors will not discuss questions with the examination candidate.
- Similar to an actual examination administration, an examination candidate may write notes or perform calculations. However, notes made during the review may not be kept by the candidate at the conclusion as this would result in data corruption and possible content exposure.
- Unlike the actual examination administration, examination candidates are not permitted to submit comments regarding the examination questions. Any notes recorded by an examination candidate during the proctored review will be collected by the proctor, but the notes will not be reviewed for feedback.

XII. Gainesville Review of Examination Comment Forms

It is the intent of Gainesville Independent Testing Service (Gainesville) and TBPG to consider any valid issues raised by examination candidates through comments provided on the candidate's examination comment form and respond in a fair and reasonable manner.

Gainesville reviews all candidate question comment forms. Gainesville consults, as necessary, with one or more of the TGE qualified subject matter experts to review potentially valid issues with examination questions. Gainesville, in conjunction with one or more TGE SME with whom Gainesville consults, are authorized through the contract with TBPG to take reasonable actions regarding issues raised in candidate comments, including, but not limited to:

- Remove a question from the candidate's examination.
- Accept a candidate's response as correct, even if the examination question was not originally keyed to be the correct answer.
- Adjust an individual candidate's score in accordance with determinations made about examination questions, including changing the outcome of the pass or fail.
- Take other reasonable actions or no action with regard to the candidate's examination.

Further, Gainesville will also work with SMEs to consider appropriate responses to the future use of examination questions. Examination questions may be removed from the question bank, modified and returned to the question bank. Issues with questions will be preserved and shared with future SMEs that will be assembled to conduct future updates to the examination.

APPENDIX 1: TBPG RULES

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Important links.

Chapter 851. Subchapter B: P.G. Licensing, Firm Registration, and GIT Certification.

§851.20	Professional Geoscientist Licensing Requirements and Application Procedure
§851.21	Licensing Requirements - Examinations
§851.22	Waivers and Substitutions: Policy, Procedures, and Criteria
§851.23	Qualifying Experience Record
§851.25	Education Requirements and Equivalentents
§851.26	Licensing of Military Service Members, Military Veterans, and Military Spouses
§851.27	Replacement License Certificate or License Expiration Cards
§851.28	Professional Geoscientist License Renewal and Reinstatement
§851.29	Endorsement and Reciprocal Licensure
§851.30	Firm Registration
§851.31	Temporary License
§851.32	Continuing Education Program
§851.35	Voluntary Surrender of a License, Registration or Certification
§851.40	Geoscientist-in-Training (GIT)
§851.41	Geoscientist-in-Training Certification Requirements and Application Procedure
§851.43	GIT Certification Period and Renewal
§851.44	Use of the Title "Geoscientist-in-Training"
§851.80	Fees
§851.83	Certain Licensees Temporarily Exempt From Continuing Education Requirement
§851.85	Contingent Emergency/Disaster Response Actions

APPENDIX 2: STATEMENT OF EXAMINATION COMPLIANCE

STATEMENT OF EXAMINATION COMPLIANCE

Please read carefully this *Statement of Examination Compliance* in its entirety and sign on the line provided to acknowledge your understanding of, and concurrence with, this agreement.

IF THIS AGREEMENT IS NOT COMPLETED, SIGNED AND RETURNED WHEN REQUESTED BY THE PROCTOR, YOU WILL NOT BE PERMITTED TO TAKE THE EXAMINATION.

By signing this *Statement of Examination Compliance*, you agree that the following actions/behaviors constitute prohibited conduct at the examination site:

- (1) Impersonating an examination candidate or using false identification to take an examination. Only the person named on the examination application/answer sheet is authorized to take the examination, and his/her correct name must be signed on the examination;
- (2) Possession of **any** of the following during the examination is prohibited: electronic device (cellular phone, PDA, tape/digital recorder, alpha programmable calculators, camera, scanning pens, etc.), notes, sample tests, references, answer keys, manuals or other aids. It is the candidate's responsibility to turn in any of these items to the Proctor before the start of the examination. Calculators, or any other wireless electronic devices, that have e-mail/Internet/text messaging capability shall **NOT** be allowed. Violation of any of the above-mentioned prohibitions will result in immediate expulsion from the examination site and forfeiture of examination privileges (examination will not be scored) and fees.
- (3) Copying, reproduction, taking notes, or taking pictures for the purpose of transmitting examination information in any form to another person or device or any action taken to reveal the content of examinations in whole or in part is prohibited. Removal of the examination booklet from the Examination room at any time is prohibited.
- (5) Exhibiting irrational or disruptive behavior at the examination site at any time; and
- (6) Continuing to fill in answer sheets or answer test questions after time has been called.

Further, I pledge to neither give, use, obtain, attempt to obtain by any means, nor receive information concerning the whole or any part of an examination (individual examination problems, questions, solutions or answers), nor to transmit such to any third party, before, during, or after an *Examination*, whether orally, in writing, by telephone, during any Internet "chat room" sessions or otherwise.

AGREEMENT

I have read and understand the provisions of this *Agreement*. I further understand that a breach of this *Agreement* includes, but is not limited to, my immediate expulsion from the examination site. Violation of any of the above-mentioned prohibitions shall also result in voiding of my examination and forfeiture of all examination fees. I further understand that I may be subject to any liabilities and/or penalties that may be imposed by an administering body.

Candidate's Name (Please print clearly): _____

Candidate's Signature _____ **Date** _____

APPENDIX 3: CANDIDATE QUESTION COMMENT FORM

Texas Geophysics Examination

CANDIDATE QUESTION COMMENT FORM

This form must be returned to the Examination Administrator or Proctor even if no comments are made.

NAME: _____ **EXAM DATE:** _____

Please use this form to record specific comments that you may have about questions appearing in this examination. Record the number of the question about which you have a comment; then write your comments in the space provided. Be as specific as possible and include references if appropriate.

QUESTION #	COMMENTS