

# **FGIS Official License Program Overview**



# Introduction

- ❑ The purpose for the development of the FOL program is to automate the current license procedure. This move will provide customers with web-based access to all license procedures.
- ❑ All procedures will be conducted through the FOL computer program. This will result in the ability to provide highly accurate, uniform and consistent results with less man-hours spent.
- ❑ The FOL program was developed only to enable the automation of all license-related activities.





# Objectives

- ☐ This course will give you an overview of the FGIS Official Licensing (FOL) program that pertains to the Authorized personnel.
- ☐ It will lead you through the different areas of the program and will identify the various tabs and toggles used within the program.

<https://fgiss.gipsa.usda.gov>

Use the above URL to access the training site of the FGIS Official License program. This training site is called the Staging Environment.



# Staging Server Menu

☐ The Staging Server is only used for training.

☐ Any information entered may be deleted or changed at any time.

☐ *FGIS Official Service Provider Licensing (FOL)* is selected to access the FOL site.

The screenshot shows the USDA GIPSA Staging Server interface. At the top, the USDA logo and "United States Department of Agriculture Grain Inspection, Packers & Stockyards Administration" are displayed. The word "Staging" is in large orange letters. Below this is a banner with six images of agricultural scenes. A navigation bar contains links: Home, About GIPSA, Help, Contact Us, and Login. On the left, a "Search" box is present. Below it, a "Browse by Subject" menu is open, showing a tree structure with "GCBS Menu" and "FGIS Menu". The "FGIS Menu" is expanded, listing: Inspection Data WareHouse (IDW), Certificates (CRT), Delegations, Designations and Export Registrations (DDR), Equipment Capability Testing (ECT), Inspection, Testing, and Weighing (ITW), FGIS Official Service Provider Licensing (FOL), and Quality Assurance and Control (QAC). The "FGIS Official Service Provider Licensing (FOL)" option is highlighted. To the right of this menu, a "You are here:" breadcrumb trail is shown in a purple bar. Below it, the text "Select one of the following Choices:" is followed by a list of links: Inspection Data WareHouse (IDW), Certificates (CRT), Delegations/Designations and Export Registrations (DDR), Equipment Capability Testing (ECT), Inspection, Testing, and Weighing (ITW), FGIS Official Service Provider Licensing (FOL), and Quality Assurance and Control (QAC). The "FGIS Official Service Provider Licensing (FOL)" link is highlighted. At the bottom, a footer contains links: GIPSA | USDA.gov, FOIA | Accessibility Statement | Privacy Policy | Non-Discrimination Statement | Information Quality | FirstGov | White House.

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Grain Inspection, Packers & Stockyards Administration

**Staging**

Home About GIPSA Help Contact Us Login

**Search**

**Browse by Subject**

- GCBS Menu
- FGIS Menu**
  - Inspection Data WareHouse (IDW)
  - Certificates (CRT)
  - Delegations, Designations and Export Registrations (DDR)
  - Equipment Capability Testing (ECT)
  - Inspection, Testing, and Weighing (ITW)
  - FGIS Official Service Provider Licensing (FOL)
  - Quality Assurance and Control (QAC)

**You are here:**

**Select one of the following Choices:**

- Inspection Data WareHouse (IDW)
- Certificates (CRT)
- Delegations/Designations and Export Registrations (DDR)
- Equipment Capability Testing (ECT)
- Inspection, Testing, and Weighing (ITW)
- FGIS Official Service Provider Licensing (FOL)
- Quality Assurance and Control (QAC)

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# Consent Agreement

 United States Department of Agriculture  
USDA eAuthentication



Home About eAuthentication Help Contact Us Find an LRA

\*\*\*\*\*WARNING\*\*\*\*\*

- You are accessing a U.S. Government information system, which includes (1) this computer, (2) this computer network, (3) all computers connected to this network, and (4) all devices and storage media attached to this network or to a computer on this network. This information system is provided for U.S. Government-authorized use only.
- Unauthorized or improper use of this system may result in disciplinary action, as well as civil and criminal penalties.
- By using this information system, you understand and consent to the following:
  - You have no reasonable expectation of privacy regarding any communications or data transiting or stored on this information system. At any time, the government may for any lawful government purpose monitor, intercept, search and seize any communication or data transiting or stored on this information system.
  - Any communications or data transiting or stored on this information system may be disclosed or used for any lawful government purpose.
  - Your consent is final and irrevocable. You may not rely on any statements or informal policies purporting to provide you with any expectation of privacy regarding communications on this system, whether oral or written, by your supervisor or any other official, except USDA's Chief Information Officer.

\*\*\*\*\*WARNING\*\*\*\*\*

Cancel I Agree

eAuthentication Home | USDA.gov | Site Map

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- ☐ Review the Consent Agreement.
- ☐ Select I Agree to continue.
- ☐ Select Cancel to exit.



# eAuthentication Login

- ❑ eAuthentication Level 2 access is needed to enter the FOL program.
- ❑ An electronic signature is retained for every person who enters the program.
- ❑ Enter your eAuthentication ID and password then select **Login**.

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USDA eAuthentication

Home About eAuthentication Help Contact Us Find an LRA

**Quick Links**

- ▶ What is an account?
- ▶ Create an account
- ▶ Update your account

**Administrator Links**

- ▶ Local Registration Authority Login

**eAuthentication Login**

User ID:   
[Forgot your User ID?](#)

Password:   
[Forgot your Password?](#)  
[Change My Password](#)

Login

**What's New**

**NEW! Improvements to USDA Employee Registration**

- The new registration process provides a faster method of obtaining an eAuthentication Employee account. [Click here](#) for more information!

**Self-Service Enhancements**

- Improvements to Forgotten Password Reset and Forgotten User ID are now available. [Click here](#) for more information!

**Important! Employees and Contractors:**

[USDA Web Service Log-In](#)

- Please update your business email and phone in your profile. [Click here](#) for additional details.

eAuthentication Home | USDA.gov | Site Map  
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# FOL Home Page

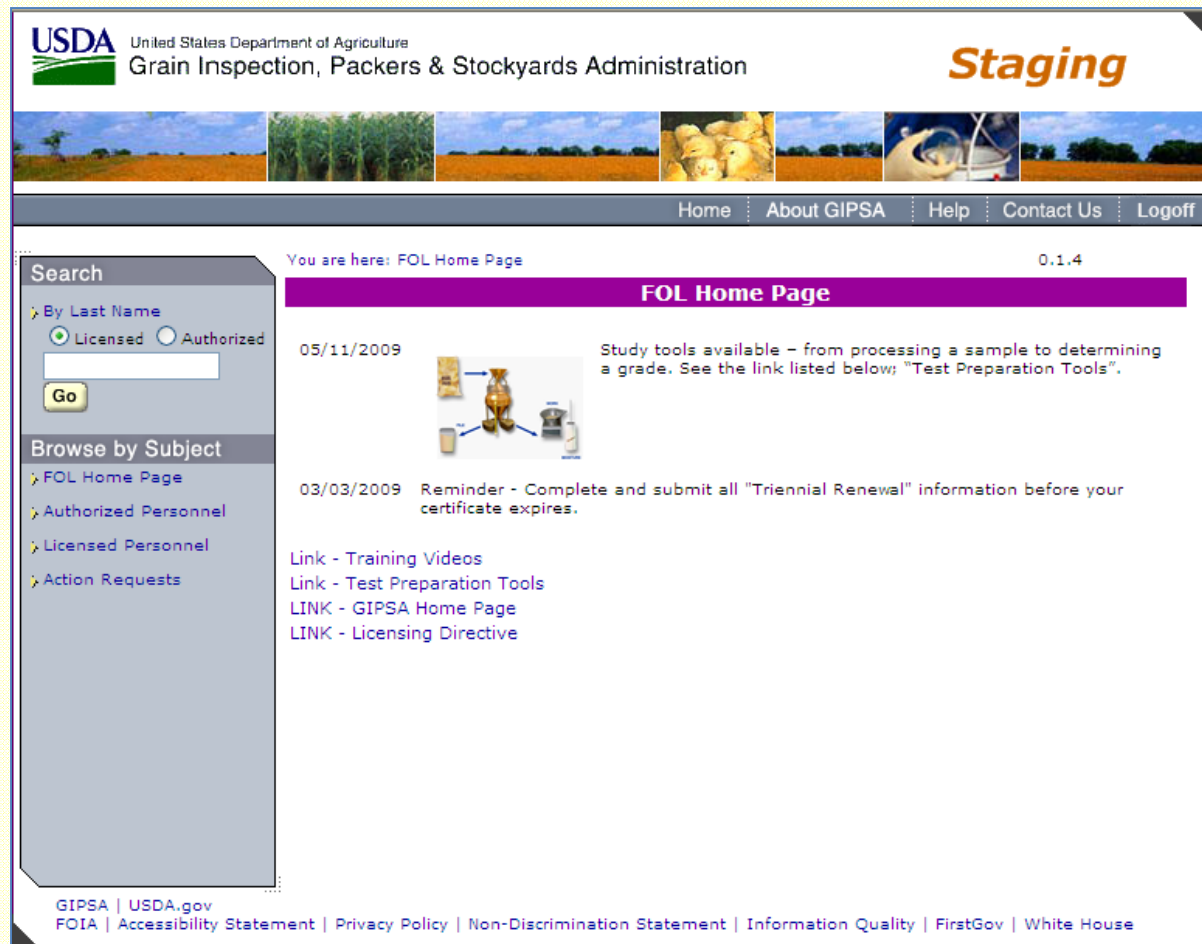
❑ The *FOL Home Page* is the first page accessed after entering the FOL program. From here other areas of the program can be accessed.

❑ *Authorized Personnel* will take you to the *Authorized Personnel* portion of the program.

❑ *Licensed Personnel* will take you to the *Licensed Personnel* portion of the program.

❑ *Action Request* will allow you approve license requests.

❑ Select *Authorized Personnel* to access the list of authorized personnel.



The screenshot displays the FOL Home Page interface. At the top, the USDA logo is on the left, followed by the text "United States Department of Agriculture" and "Grain Inspection, Packers & Stockyards Administration". On the right, the word "Staging" is written in a large, orange, italicized font. Below this header is a horizontal banner with six small images: a landscape, corn stalks, a field, potatoes, a field, and a person in a hard hat. A navigation bar below the banner contains links: "Home", "About GIPSA", "Help", "Contact Us", and "Logoff". The main content area has a purple header bar that says "FOL Home Page". To the left of this area is a sidebar with a "Search" section containing a "By Last Name" dropdown, radio buttons for "Licensed" (selected) and "Authorized", a text input field, and a "Go" button. Below the search section is a "Browse by Subject" section with links: "FOL Home Page", "Authorized Personnel", "Licensed Personnel", and "Action Requests". The main content area shows a date "05/11/2009" and a small image of a person in a hard hat. To the right of the image is the text: "Study tools available - from processing a sample to determining a grade. See the link listed below: 'Test Preparation Tools'." Below this is another date "03/03/2009" and the text: "Reminder - Complete and submit all 'Triennial Renewal' information before your certificate expires." At the bottom of the main content area are four links: "Link - Training Videos", "Link - Test Preparation Tools", "LINK - GIPSA Home Page", and "LINK - Licensing Directive". The footer of the page contains a row of links: "GIPSA | USDA.gov", "FOIA | Accessibility Statement | Privacy Policy | Non-Discrimination Statement | Information Quality | FirstGov | White House".



# Authorized Personnel Selection List

## Three Methods to Locate a Name

### 1. Search Criteria

- Select *Selection Criteria*.
- Insert number or name.
- Select *Update List*.

### 2. Search Field

- Insert name under “Search” in Menu.

### 3. Search Personnel List

- Insert number of records into *Rows* field.
- All names will appear.

- Select Edit located to the left of John Anderson to continue.

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You are here: FOL Home Page > Authorized Personnel List 0.1.4

### Authorized Personnel Selection List Page

Selection Criteria

	Office	Name	Number	Auth. Type	Status
Edit	MNFO	Andersen, Hank	25010	Class Y Weigher	Active - Part Time
Edit	MNFO	Anderson, John	25001	ACG	Active - Part Time
Edit	MNFO	Austin, Jan	25011	ACG	Active - Part Time
Edit	MNFO	Cicero, Mark	25006	ACG	Active - Part Time
Edit	MNFO	Cooper, John	25015	ACA	
Edit	MNFO	Fitzgerald, Scott	25003	ACG	Active - Part Time
Edit	MNFO	Hawthorne, Nate	25009	ACA	Active - Part Time
Edit	MNFO	Hemingway, Arial	25012	ACG	Active - Part Time
Edit	MNFO	Horace, Joe	25007	ACA	Active - Part Time
Edit	MNFO	Melville, Hank	25013	Scale Specialist	Active - Part Time

15 records in 2 Pages. Rows: 10 Page: 1 Go

Export To Excel Printable List

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# Authorized Personnel Profile Page

❑ When *Edit* is selected the user enters a domain which holds all license information pertaining to the selected individual.

❑ Each tab leads to a different area pertaining to the individual's license activities.

❑ *Request Test* is selected to proceed to the area where a test can be requested.

The screenshot shows the USDA GIPSA website interface. At the top, the USDA logo and "United States Department of Agriculture Grain Inspection, Packers & Stockyards Administration" are displayed. A "Staging" banner is on the right. Below the header is a navigation bar with links: Home, About GIPSA, Help, Contact Us, and Logoff. A breadcrumb trail reads: "You are here: FOL Home Page > Authorized Personnel List > Profile". The page title is "Authorized Personnel Profile Page John H. Anderson". On the left is a sidebar with a "Search" section (By Last Name, Licensed/Authorized radio buttons, a text input, and a "Go" button) and a "Browse by Subject" section (FOL Home Page, Authorized Personnel, Licensed Personnel, Action Requests). The main content area has three tabs: "Personal Info" (selected), "Test Request History", and "Exam History". The "Personal Info" tab contains fields for: License Number (25001), Last Name (Anderson), First Name (John), Middle Name (H.), Name Suffix (empty), Birth Year (1900), Organization (FGIS - Minneapolis Field Office), Job Title (empty), Authorized Type (ACG), Employment Type (Part Time), QAS (checkbox), Status (Active/Inactive), and Upload Signature File (with a "Browse..." button). At the bottom are "Save", "Cancel", and "Request Tests" buttons. The footer contains links for GIPSA, USDA.gov, FOIA, Accessibility Statement, Privacy Policy, Non-Discrimination Statement, Information Quality, FirstGov, and White House.

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You are here: FOL Home Page > Authorized Personnel List > Profile 0.1.4

**Authorized Personnel Profile Page**  
**John H. Anderson**

Personal Info Test Request History Exam History

License Number 25001 Next Available Number

Last Name Anderson

First Name John

Middle Name H.

Name Suffix

Birth Year 1900

Organization FGIS - Minneapolis Field Office

Job Title

Authorized Type ACG

Employment Type Part Time

QAS

Status ☒ Active ☐ Inactive

Upload Signature File Browse...

Save Cancel Request Tests

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# Request A Test

☐ To request a test three selections need to be made.

1. License Type
2. Association Type
3. Association

☐ Select the pull-down menu for License Type.

The screenshot shows the USDA GIPSA website interface. At the top, the USDA logo and 'United States Department of Agriculture Grain Inspection, Packers & Stockyards Administration' are displayed. A 'Staging' banner is on the right. Below the header is a navigation bar with links: Home, About GIPSA, Help, Contact Us, and Logoff. A breadcrumb trail reads: 'You are here: FOL Home Page > Authorized Personnel List > License Application'. The version number '0.1.4' is in the top right corner.

The main content area is titled 'License Application John H. Anderson'. It contains the following fields:

- Applicant:** John H. Anderson
- License Type:** A pull-down menu currently showing 'Please select...'
- Association Type:** A pull-down menu currently showing a downward arrow.
- Association:** (This field is present but empty in the screenshot)

At the bottom of the form are two buttons: 'Submit Application' and 'Return'.

On the left side of the page, there is a sidebar with a 'Search' section and a 'Browse by Subject' section. The 'Search' section has a radio button for 'Licensed' (selected) and 'Authorized', a text input field, and a 'Go' button. The 'Browse by Subject' section has a list of links: 'FOL Home Page', 'Authorized Personnel', 'Licensed Personnel', and 'Action Requests'.

The footer contains links for GIPSA, USDA.gov, FOIA, Accessibility Statement, Privacy Policy, Non-Discrimination Statement, Information Quality, FirstGov, and White House.

# Choosing License Type

☐ Tests are grouped under a *License Type*.

☐ The Types are Inspector, Sampler, Technician and Weigher Type.

☐ Select the category - *Inspector*.

The screenshot displays the USDA GIPSA website interface. At the top, the USDA logo and "United States Department of Agriculture Grain Inspection, Packers & Stockyards Administration" are visible, along with the word "Staging" in orange. A navigation bar includes links for Home, About GIPSA, Help, Contact Us, and Logoff. Below this is a banner with agricultural images. The main content area shows the user's path: "You are here: FOL Home Page > Authorized Personnel List > License Application". The title "License Application" is prominently displayed in a purple box, followed by the applicant's name "John H. Anderson". On the left, a sidebar contains a "Search" section with radio buttons for "Licensed" (selected) and "Authorized", and a "Browse by Subject" section with links to FOL Home Page, Authorized Personnel, Licensed Personnel, Action Requests, Reports, E-mail Distribution Lists, Exam Management, and Administration. The main form area includes fields for "Applicant:" (John H. Anderson), "License Type:" (a dropdown menu with "Authorized - Inspector" selected), "Association Type:" (a dropdown menu with "Please select..." selected), and "Association:" (a dropdown menu with "Please select..." selected). The footer contains links to GIPSA, USDA.gov, FOIA, Accessibility Statement, Privacy Policy, Non-Discrimination Statement, Information Quality, FirstGov, and White House.

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You are here: FOL Home Page > Authorized Personnel List > License Application 0.1.4

**License Application**  
**John H. Anderson**

**Applicant:** John H. Anderson  
**License Type:** Please select...  
**Association Type:** Please select...  
**Association:** Please select...

**Search**  
By Last Name  
☒ Licensed ☐ Authorized  
Go

**Browse by Subject**  
FOL Home Page  
Authorized Personnel  
Licensed Personnel  
Action Requests  
Reports  
E-mail Distribution Lists  
Exam Management  
Administration

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# Association Type

❑ License Types are divided into groups called an *Association Type*.

❑ The *Inspector Type* contains only one *Association Type*.

❑ Select the Association Type of Commodity.

The screenshot displays the USDA GIPSA website interface. At the top, the USDA logo and "United States Department of Agriculture Grain Inspection, Packers & Stockyards Administration" are visible, along with a "Staging" banner. A navigation bar includes links for Home, About GIPSA, Help, Contact Us, and Logoff. Below this, a breadcrumb trail reads: "You are here: FOL Home Page > Authorized Personnel List > License Application". The version number "0.1.4" is in the top right corner.

The main content area features a purple header for "License Application John H. Anderson". Below this, the form fields are as follows:

- Applicant:** John H. Anderson
- License Type:** Authorized - Inspector (selected from a dropdown)
- Association Type:** Commodity (selected from a dropdown)
- Association:** Please select... (dropdown menu)

At the bottom of the form are two buttons: "Submit Application" and "Return".

On the left side of the page, there is a sidebar with a "Search" section containing a "By Last Name" search box with "Licensed" and "Authorized" radio buttons, and a "Go" button. Below this is a "Browse by Subject" section with links to "FOL Home Page", "Authorized Personnel", "Licensed Personnel", and "Action Requests".

The footer contains links for GIPSA, USDA.gov, FOIA, Accessibility Statement, Privacy Policy, Non-Discrimination Statement, Information Quality, FirstGov, and White House.

# Associations

❑ When *Commodity* is selected, a number of license codes are made available for selection under the category, *Association*.

❑ These codes represent all of the different licenses that are associated with the *Inspector License Type* category.

❑ A list of the codes and their meanings are located in the *Help* section.

❑ The commodity, C (corn) should now be selected.

The screenshot shows the USDA GIPSA website interface. At the top, the USDA logo and "United States Department of Agriculture Grain Inspection, Packers & Stockyards Administration" are displayed. A "Staging" banner is on the right. Below the header is a navigation bar with links: Home, About GIPSA, Help, Contact Us, and Logoff. A breadcrumb trail reads: "You are here: FOL Home Page > Authorized Personnel List > License Application". The version number "0.1.4" is in the top right corner.

The main content area is titled "License Application John H. Anderson" in a purple banner. Below this, the form fields are:

- Applicant:** John H. Anderson
- License Type:** Authorized - Inspector (dropdown menu)
- Association Type:** Commodity (dropdown menu)
- Association:** ☐ C ☐ W ☐ All

At the bottom of the form are two buttons: "Submit Application" and "Return".

On the left side of the page, there is a sidebar with a "Search" section and a "Browse by Subject" section. The "Search" section includes a "By Last Name" dropdown, radio buttons for "Licensed" (selected) and "Authorized", a text input field, and a "Go" button. The "Browse by Subject" section lists: "FOL Home Page", "Authorized Personnel", "Licensed Personnel", and "Action Requests".

At the very bottom of the page, there is a footer with links: "GIPSA | USDA.gov", "FOIA | Accessibility Statement | Privacy Policy | Non-Discrimination Statement | Information Quality | FirstGov | White House".




# Exam Requests

❑ After “C” (corn test), is selected the practical and written tests for the corn proficiency test are made available for selection.

❑ The default for the *Action* column is to *Request Exams*.

❑ *Submit Application* is selected.

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**Staging**

Home | About GIPSA | Help | Contact Us | Logoff

You are here: FOL Home Page > Authorized Personnel List > License Application 0.1.4

**License Application**  
**John H. Anderson**

**Applicant:** John H. Anderson  
**License Type:** Authorized - Inspector  
**Association Type:** Commodity  
**Association:** ☒ C ☐ W ☐ All

**Search**  
By Last Name  
☒ Licensed ☐ Authorized  
  
**Go**

**Browse by Subject**  
FOL Home Page  
Authorized Personnel  
Licensed Personnel  
Action Requests

Action	Association	Commodity Class	Exam Title	Exam Class	Exam Type	Waiver Comments
Request Exam	C		Authorized Corn Practical	ACG Practical	ACG Practical	
Request Exam	C		Corn General - Written Authorized	Written	ACG Specific Grain	
Request Exam	C		Corn Math - Authorized	Written	ACG Mathematical Assessment	
Request Exam	C		Corn - Grade Assignment Authorized	Written	ACG Assignment of Grade	

**Submit Application** **Return**


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# Submitted Exam Requests

❑ License application has been submitted successfully appears after the test request has been submitted.

❑ The test-request is sent to the Field Office Administrator so that the tests can be approved and the practical test and the proctor schedule can be arranged.

❑ Select Return.

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Home | About GIPSA | Help | Contact Us | Logoff

You are here: FOL Home Page > Authorized Personnel List > License Application 0.1.4

**License Application**  
**John H. Anderson**

**Applicant:** John H. Anderson  
**License Type:** Authorized - Inspector  
**Association Type:** Commodity  
**Association:** ☒ C ☐ W ☐ All

Action	Association	Commodity Class	Exam Title	Exam Class	Exam Type	Waiver Comments
Request Exam	C		Authorized Corn Practical	ACG Practical	ACG Practical	
Request Exam	C		Corn General - Written Authorized	Written	ACG Specific Grain	
Request Exam	C		Corn Math - Authorized	Written	ACG Mathematical Assessment	
Request Exam	C		Corn - Grade Assignment Authorized	Written	ACG Assignment of Grade	

License application has been submitted successfully.

Return

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# Test Request History

❑ *Return* takes you to the *Test Request History* page.

❑ All of the tests requested are downloaded and saved to this page. The row includes a set of tests.

❑ To gain access to the tests, Select *View* under the heading *Exams and Schedules*.

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*Staging*

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You are here: FOL Home Page > Authorized Personnel List > Test Request History 0.1.4

**Authorized Personnel Test Request History**  
**John H. Anderson**

Personal Info | **Test Request History** | Exam History

Exams and Schedules	Scorecard	License Type	Details	Date Requested	Valid Until
<a href="#">[View]</a>	<a href="#">[View]</a>	Inspector	C C C	11/21/2009 10:33:22 PM	3/1/2010 10:33:22 PM

Search

By Last Name  
☒ Licensed ☐ Authorized

Browse by Subject  
[FOL Home Page](#)  
[Authorized Personnel](#)  
[Licensed Personnel](#)  
[Action Requests](#)


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# Test Request History

☐ A *Corn*, written test plus a template for the practical test has been downloaded.

☐ The tests are not yet available because they must first be approved.

☐ The Field Office or FOSS must approve the tests.

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You are here: [FOL Home Page](#) > [Authorized Personnel List](#) > [Test Request History](#) > [Exams](#) 0.1.4

**License Application Exams**  
**John H. Anderson**

Written Exam	Proctor	Passed	Waived	Status Date	Action
Auth Written/C					Exam Request has not been approved yet.

ACG Practical Exam	Proctor	Passed	Waived	Status Date	Action
Authorized Corn Practical					Exam Request has not been approved yet.

[Go to Scorecard.](#)

[Return](#)

**Search**

[By Last Name](#)  
☒ Licensed ☐ Authorized  
  
[Go](#)

**Browse by Subject**  
[FOL Home Page](#)  
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[Licensed Personnel](#)  
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# Selecting A Proctor

- ☐ When the Proctor list is available, the tests have been approved.
- ☐ A proctor must be selected.
- ☐ The proctor is chosen from an existing list of Federal proctors.
- ☐ Each office will have the responsibility to inform the FOSS administrator of the names that should be included on this list for their office.

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### License Application Exams

**John H. Anderson**

Written Exam	Proctor	Passed	Waived	Status Date	Action
Auth Written/C	Please select...				

ACG Practical E	Proctor	Passed	Waived	Status Date	Action
Authorized Corn Prad	PHETTEPLACE, DALE				

Go to Scorecard.

[Return](#)

**Search**  
By Last Name  
☒ Licensed ☐ Authorized  
  
[Go](#)

**Browse by Subject**  
[FOL Home Page](#)  
[Authorized Personnel](#)  
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# Taking An Exam


❑ After a proctor is selected, the option to take the test appears.

❑ The program allows three tries at passing a test.

❑ Under the *Action* Column, select the action item, Take Exam

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You are here: [FOL Home Page](#) > [Authorized Personnel List](#) > [Test Request History](#) > [Exams](#) 0.1.4

**License Application Exams**  
**John H. Anderson**

Written Exam	Proctor	Passed	Waived	Status Date	Action
Auth Written/C	PHETTEPLACE, DALE ▾				<div>Please select... ▾ Please select... Take Exam</div>

ACG Practical Exam	Proctor	Passed	Waived	Status Date	Action
Authorized Corn Practical	Please select... ▾				

Go to Scorecard.

Return

**Search**  
By Last Name  
☒ Licensed ☐ Authorized  
  
**Go**

**Browse by Subject**  
[FOL Home Page](#)  
[Authorized Personnel](#)  
[Licensed Personnel](#)  
[Action Requests](#)

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# Written Test-Closed-Book Portion

- ❑ The written test is divided into a closed-book portion and an open-book portion.
- ❑ The closed-book portion of the written test starts with the general questions and ends with the math portion of the test.
- ❑ All written tests are multiple choice.
- ❑ Answers can be changed until *Continue* is selected.

The screenshot displays a web browser window titled "FOL - Administer Written Exam -- Webpage Dialog". The main content area is titled "Administer Written Exam" and "Auth Written Close Book Portion". It contains four multiple-choice questions:

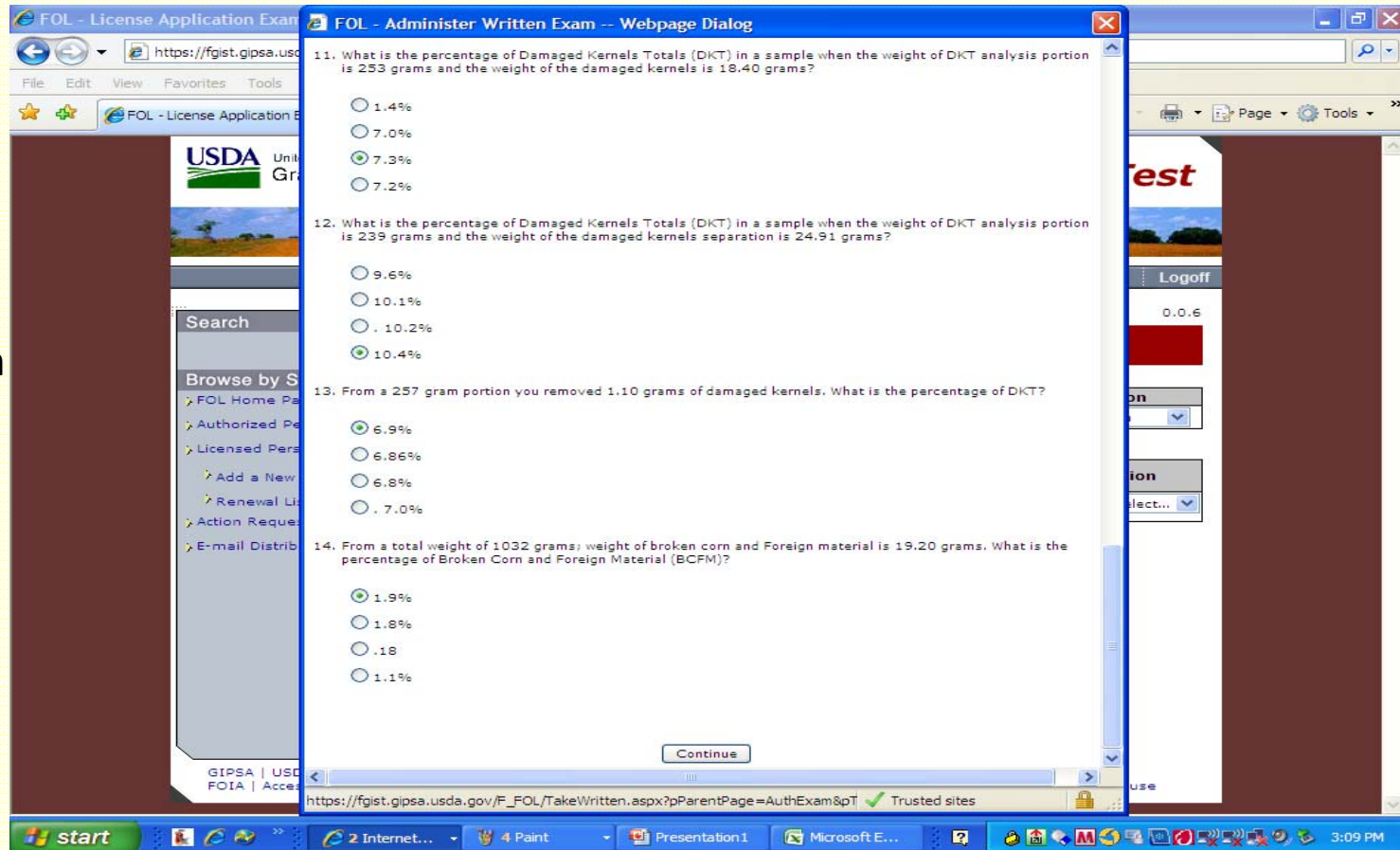
1. The four special grades in corn are: \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, and \_\_\_\_\_.
  - ☐ Treated, Flint & dent, Infested, Waxy
  - ☐ Flint, Flint & dent, Weevily, Waxy
  - ☐ Flint, Flint & dent, Infested, Waxy
  - ☐ Flint, Flint & dent, Infested, DLQ
2. Mold-damaged kernels are infected with mold on the exposed \_\_\_\_\_.
  - ☐ Endosperm
  - ☐ Sprout
  - ☐ Gluten
  - ☐ Pericarp
3. The portion size required for analysis for Broken corn and foreign material is \_\_\_\_\_.
  - ☐ 1000 to 1050 grams.
  - ☐ 250 grams
  - ☐ 125 grams
  - ☐ 500 grams.
4. Corn which is musty, or sour, or which has a commercially objectionable foreign odor shall be graded \_\_\_\_\_.
  - ☐ U. S. Sample Grade
  - ☐ U.S. No. 5
  - ☐ U.S. No. 4
  - ☐ U.S. No. 1

The bottom of the window shows the URL: [https://fgist.gipsa.usda.gov/F\\_FOL/TakeWritten.aspx?pParentPage=AuthExam&pT](https://fgist.gipsa.usda.gov/F_FOL/TakeWritten.aspx?pParentPage=AuthExam&pT) and a "Trusted sites" icon. The Windows taskbar at the bottom shows the Start button, Internet Explorer, Paint, and Presentation1, with the time 2:59 PM.

# Written Test - Math

☐ A calculator may be used on the written test.

☐ When the closed-book portion of the test is completed and you are satisfied with the answers, select Continue.

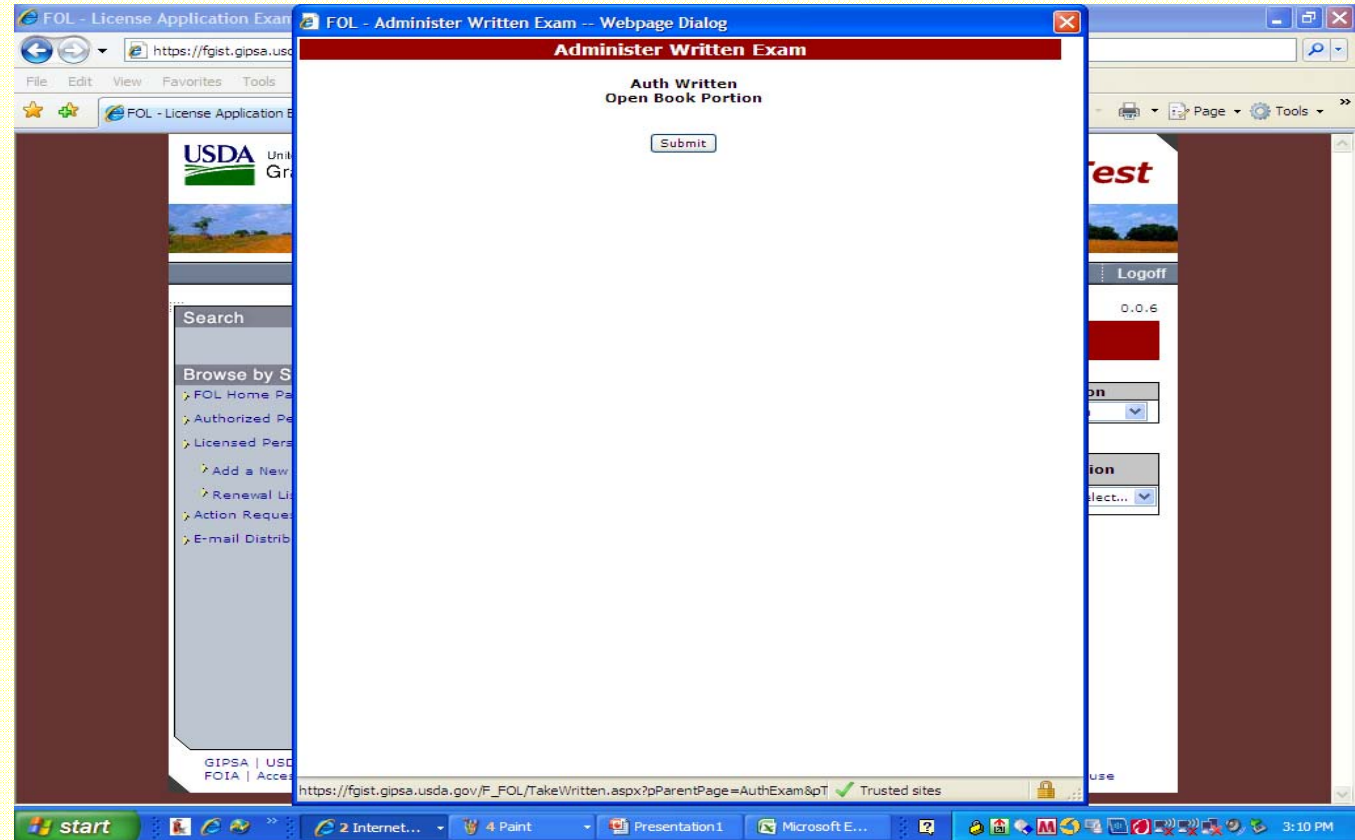




# Written Test - Open-Book

❑ The open-book portion of the test appears after the closed book portion of the test is submitted.

❑ Select Submit.



# Written Test - Grade Assignment

- ❑ The open-book portion of the test appears.
- ❑ When all of the test questions are answered and you are satisfied with your answers, select Submit.

The screenshot shows a web application titled "Administer Written Exam" with a sub-header "Auth Written Open Book Portion". The scenario is "Corn Grade Assignment Scenario 12" with the instruction "Answer the questions using the given factor results.".

Factor	Value
Class:	Mixed
Temperature:	Cool
Odor:	OK
Test Weight (%):	56.2
Moisture (%):	14.5
BCFM (%):	4.4
Damaged Kernels (total) (%):	6.0
Heat Damaged Kernels (%):	0.0
Corn of Other Colors (%):	
Other Factors:	75.9% V

1. Select all grade determining factors.

- ☐ BCFM
- ☐ Test Weight
- ☐ Corn of Other Colors
- ☐ None

2. Select the correct grade as it would appear on an official certificate.

- ☐ U. S. No. 4 Mixed Corn
- ☐ U. S. No. 5 Mixed Corn
- ☐ U. S. No. 2 Mixed Corn
- ☐ U.S. Sample Grade Mixed Corn

The interface includes a left sidebar with a search bar and navigation links, and a right sidebar with a "Logoff" button and a table with "Action" headers.



# Written Test Score


- ☐ After the written test is submitted the program calculates the total score.
- ☐ The test questions and answers cannot be reviewed after the test questions are submitted.
- ☐ Return is selected to return to the *License Application Exam* page.









# Viewing Test Scores

❑ Under the column identified as *Passed*, Yes has been entered by the program. This indicates that the written test has been passed.

❑ A proctor for the practical test must now be selected and the test must be selected.

**USDA** United States Department of Agriculture  
Grain Inspection, Packers & Stockyards Administration

**Staging**



Home | About GIPSA | Help | Contact Us | Logoff

You are here: [FOL Home Page](#) > [Authorized Personnel List](#) > [Test Request History](#) > [Exams](#) 0.1.4

**License Application Exams**  
**John H. Anderson**

Written Exam	Proctor	Passed	Waived	Status Date	Action
Auth Written/C	PHETTEPLACE, DALE	Yes		11/22/2009 12:03:57 AM	Please select...

**ACG Practical Exam**

ACG Practical Exam	Proctor	Passed	Waived	Status Date	Action
Authorized Corn Practical	Please select...				

Go to Scorecard.

Return

**Search**  
By Last Name  
☒ Licensed ☐ Authorized  
  
**Go**

**Browse by Subject**  
[FOL Home Page](#)  
[Authorized Personnel](#)  
[Licensed Personnel](#)  
[Action Requests](#)

GIPSA | [USDA.gov](#)  
[FOIA](#) | [Accessibility Statement](#) | [Privacy Policy](#) | [Non-Discrimination Statement](#) | [Information Quality](#) | [FirstGov](#) | [White House](#)



# Practical Exam

- There is no change on how the practical exam is conducted or corrected in the new FOL program.
- Corrected test results will be entered in the FOL computer program.
- The program will calculate the corrected results plus the final score.

# Entering Practical Exam Scores

❑ The practical test template contains an area to enter the applicants results and the GSL corrections - addition and subtraction from the applicant results.

❑ Fields to be filled in are;

- *ACG Grade Designation.*
- *Corrected Grade Designation.*
- *ACG, Plus and Minus.*
- *Comments* if applicable.
- *Improper Procedures* if applicable.
- *% Deduction* if applicable.

❑ The program will calculate the end results.

Administer ACG Practical Exam			
Authorized Corn Practical Test			
	Total Points Possible	Achieved	Final Score
Total Score	96	0	0%
Interpretive Score	64	0	0%
Determination			Fail

ACG Grade Designation:  Corrected Grade Designation:

Sample 1	Comments	ACG	Plus	Minus	Corrected Results	Factor Score	Factor Value Possible	Total Score	Interpretive Factor Value Possible	Interpretive Score
Class	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		4			
Test-weight	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		1			
Damaged Kernels Total	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		5		5	
Heat Damage	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		5		5	
Broken Corn and Foreign Material	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		4		4	
Other Colors	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		2		2	
Special Grades	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		3			
Factor Total								0		
Improper Procedures	<input type="text"/>	% Deduction <input type="text"/>								
Grand Total Scores							24	0	16	0
Comments	<input type="text"/>									


ACG Grade Designation:  Corrected Grade Designation:



# Viewing Points For Practical Exam

☐ *Update* can be used to calculate a partial score after all results for a sample has been entered.

☐ When all of the test data is entered, submit is selected.


Gr

Comments

ACG Grade Designation:  
U.S. No. 1 Yellow Corn

Corrected Grade Designation:  
U.S. No. 1 Yellow Corn

Sample 3	Comments	ACG	Plus	Minus	Corrected Results	Factor Score	Factor Value Possible	Total Score	Interpretive Factor Value Possible	Interpretive Score
CL		YC			YC	100.0%	4	4		
TW		56.0	0.000	0.000	56.0	100.0%	1	1		
DKT		2.1	0.000	0.100	2.0	95.2%	5	5	5	5
HT		0.0	0.000	0.000	0.0	100.0%	5	5	5	5
BCFM		1.2	0.000	0.000	1.2	100.0%	4	4		
OCOL		1.5	0.100	0.000	1.6	93.8%	2	2	2	2
Special Grades	None	0.0	0.000	0.000	0.0	100.0%	5	5	5	5
Other Factors	None	0.0	0.000	0.000	0.0	100.0%	3	3		
DLQ	None	0.0	0.000	0.000	0.0	100.0%	5	5		
Factor Total								16		
Improper Procedures			% Deduction							
Grand Total Scores							34	34	17	17
Comments										

GIPSA | USD  
FOIA | Access

Update Submit

[https://fgist.gipsa.usda.gov/F\\_FOL/TakeACGPractical.aspx?pParentPage=AuthExam&pT](https://fgist.gipsa.usda.gov/F_FOL/TakeACGPractical.aspx?pParentPage=AuthExam&pT)
Trusted sites

# Populating Final Score

☐ After *Submit* is selected the final score is calculated by the program

☐ The program calculates a Total Score, an Interpretive Score plus a Pass or Fail.

☐ *Return* is selected to return to the *License Application Exams* page.

Application Exam FOL - Administer ACG Practical Exam -- Webpage Dialog

ps://fgist.gipsa.usd

avorites Tools

License Application E

USDA Unit Gr

Search

Browse by S

- > FOL Home Pa
- > Authorized Pe
- > Licensed Pers
- > Add a New
- > Renewal Li
- > Action Reque
- > Reports
- > E-mail Distrib
- > Exam Manage
- > Administration

### Administer ACG Practical Exam

**Test 1 Authorized - Corn Practical**  
Record all calculations on the envelope

	Total Points Possible	Achieved	Final Score
Total Score	102	34	33.3%
Interpretive Score	51	17	33.3%
Determination			Fail

ACG Grade Designation:

Corrected Grade Designation:

Sample 1	Comments	ACG	Plus	Minus	Corrected Results	Factor Score	Factor Value Possible	Total Score	Interpretive Factor Value Possible	Interpretive Score
CL	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		4			
TW	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		1			
DKT	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		5		5	
HT	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		5		5	
BCFM	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		4			
OCOL	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		2		2	
Special Grades	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		5		5	
Other Factors	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		3			
DLQ	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		5			
Factor Total								0		
Improper Procedures	<input type="text"/>	% Deduction <input type="text"/>								
Grand Total Scores							34	0	17	0
Comments	<input type="text"/>									



# Viewing Exam Results

❑ The program automatically calculates test results and records the results in the *License Application Exams* chart.

❑ The written exam is identified as passed with a *Yes* in the *Passed* column while the practical exam has been identified as failed with a *No* in the *Passed* column.

❑ Tests can be taken three times. In the *Action* column for the practical exam the user can take a second exam after the first attempt failed.

The screenshot shows the USDA Integrated Test results page. The header includes the USDA logo, the text "United States Department of Agriculture Grain Inspection, Packers & Stockyards Administration", and the title "Integrated Test". Below the header is a navigation bar with links: Home, About GIPSA, Help, Contact Us, and Logoff. A breadcrumb trail indicates the user's location: "You are here: FOL Home Page > Authorized Personnel List > Test Request History > Exams". The page title is "License Application Exams Arnald Ames Aaron".

On the left is a sidebar with a "Search" box and a "Browse by Subject" menu. The menu items are: FOL Home Page, Authorized Personnel, Licensed Personnel, Add a New Person, Renewal List, Action Requests, and E-mail Distribution Lists.

The main content area displays two tables of exam results. The first table, "Written Exam", shows a "Passed" status of "Yes". The second table, "ACG Practical Exam", shows a "Passed" status of "No". Both tables include columns for "Proctor", "Status Date", and "Action". The "Action" column for the practical exam has a dropdown menu with options: "Please select...", "Attempt 1", and "Take Exam".

Below the tables are links for "Go to Scorecard." and a "Return" button. The footer contains links to GIPSA, USDA.gov, FOIA, Accessibility Statement, Privacy Policy, Non-Discrimination Statement, Information Quality, FirstGov, and White House.

Written Exam	Proctor	Passed	Waived	Status Date	Action
Auth Written/C	FALL, SUSAN	Yes		8/8/2009 4:11:30 PM	Please select...

ACG Practical Exam	Proctor	Passed	Waived	Status Date	Action
Test 1 Authorized - Corn Practical	FALL, SUSAN	No		8/8/2009 10:42:30 PM	Please select... Attempt 1 Take Exam

# Conclusion

- This completes the test procedures used to determine proficiency in the grading of Corn.
- In this course we have navigated to the area of the program where a test can be requested and downloaded and have reviewed the procedures for taking a test.





# Course Contact

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**November 20, 2009**