



Guidebook for Certification Proctors, Lead and Skills Evaluators

Nevada State Fire Marshal Fire and
Hazardous Material Training and Certification

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I. Criteria for Written Exam Proctors

To serve as a *Proctor* for a written certification examination, individuals must meet the following criteria:

1. Shall be affiliated with a fire service agency and chosen through a mutual agreement between the course Instructor and the State Fire Marshal Division.
2. Must be certified as a State Proctor or Evaluator
3. May serve as an instructor for an agency: however, can not serve as the instructor for the class/course to be tested.
4. Shall never discuss the test questions with the students.
5. Shall never allow reference materials to be used during the exam.
6. Shall never leave the testing area.
7. The classroom environment should be conducive for testing, with enough space for candidates to spread out to avoid wondering eyes.
8. No one, other than the Proctor and students are allowed in the testing area.
9. Agrees to abide by all of the rules and conditions stipulated by the State Fire Marshal Division and the Certification Program.

A. Number of Proctors

It is best to have two Proctors during the administration of the written certification exam. If the AHJ has made prior arrangements, and if one or more candidates require special assistance in having the exam read to them, one Proctor must take those candidates into a separate room to read the test aloud to them. The other Proctor will then be available to oversee the test administration to the remainder of the candidates.

B. Certification of Written Exam

1. Test banks are used for each level of certification issued by the State Fire Marshal Division.
2. Tests are randomly generated at the State Fire Marshal Division by the Training and Certification Section.
3. The written test is randomly generated in a multiple choice format from the appropriate test bank.

C. Prior to the exam date

1. The Lead Instructor shall contact the State Fire Marshal Training Department to schedule the test. The Lead Instructor shall inform SFM of the following:
 - a. The name and address of the Proctor / Lead Evaluator
 - b. The number of candidates to be tested and for what levels.
 - c. If any candidates have special needs.
 - d. Names of candidate including middle initial
 - e. Assure the training documentation for all of the candidates are complete.
 - f. **No one under the age of 18 can participate in the State Exam**

D. Certification Exam Distribution

1. A package of testing materials will be FedEx to the Proctor / Lead Evaluator a few days in advance. The package will contain all of the materials necessary to complete the written test:
 - a. Test booklet
 - b. Grade Master Answer sheet
 - c. A new sealable envelope
 - d. Pencils
2. The packet is not to be opened except by the designated candidate at the start of the exam.

E. Written Exam General Instructions

Prior to beginning the exam procedure, the Proctor must have all candidates sign the roster provided by the Training Section. Proctor will verify the candidate's identity by way of valid governmental identification.

Exam Proctors are required to review the following information with the candidates prior to starting exam:

1. Discuss the location of exits, restrooms, fire extinguishers, and meeting location in event of emergency.
2. All materials must be cleared from desk/table. Only the exam packet, scrap paper and pencils are allowed.
3. All cell phones, pagers, radios or other electronic devices must be turned off and surrender to the Proctor
4. Candidates may not leave the room while exam is in progress without the permission of the Proctor. Candidates will be permitted to leave the room to utilize rest room facilities by raising their hand and being acknowledged by the Proctor. Exam booklets and answer sheets must be turned face down on table.

Certification Evaluators Guidebook

5. Candidates may ask Proctor to read aloud the question; however, no additional assistance can be given. (The AHJ, in advance, may request a “reader” for an exam if they have a student with difficulty in reading/comprehension.)
6. Number of exam questions and allotted time for completion:
 - a. 50 questions – 1 hour
 - b. 100 questions – 2 hours
7. Exam Proctor shall distribute test packets to appropriate candidates.
 - a. Any candidate without an identified test packet shall NOT be allowed to take the exam.
 - b. Copies of the exam shall NOT be made to compensate for extra unexpected candidates arriving at the exam site.

NOTE: The Division will only send test packets for those candidates as requested by the Authority Having Jurisdiction.

8. Have candidates review the label on the front of test packet to insure the information is correct.
9. Review specifics of the Grade Master Answer sheet:
 - a. Use number 2 pencil only
 - b. Mark dark heavy marks
 - c. Fill oval completely
 - d. Any erasures must be complete
 - e. No stray marks
 - f. Failure to mark correctly may result in computer misread therefore effecting your answer.
 - g. True – False questions should be answered according to the test not the Grade Master answer sheet
10. Candidate must complete the Grade Master Answer sheet as follows:
 - a. Candidate ID Number (Social Security Number)
 - b. Print last name, then first name
 - c. Subject- subject being tested, test generation date and form number (located on the certification test top right-hand corner i.e. FFI 08 Dec 3 Form 1)
 - d. Date – date of test
 - e. Period – leave blank
11. Remind candidates to pay careful attention to question number and the number on answer sheet. Also remind them again that True – False questions should be answered according to the test NOT the Grade Master answer sheet

12. If a candidate appeals a test question, they must:
 - a. Write on the back of the answer sheet the question number.
 - b. Write a detailed explanation as to why they have issue with the test question.
 - c. Remind the candidate that appeals are not opinions of test questions.
 - d. Also remind the candidate that any review of the test question may not change their grade but will be evaluated for future test validations.
13. When candidates finish their test:
 - a. Place test booklet and answer sheet back in envelope
 - b. Seal the envelope
 - c. Give to exam Proctor
14. Following the completion of the written exam, the Proctor has the following responsibilities:
 - a. Count the test packets & ensure all have been turned in.
 - b. Ensure all test packets are sealed.
 - c. Place test packets & roster in a box and lock in a secure place until it can be delivered to the Training Section.

F. When Exam Materials are received by the Nevada State Fire Marshal Division

1. When exam materials are received by the State Fire Marshal Division they are inspected for:
 - a. Evidence of tampering
 - b. Inventory of exam packets
2. How exams are scored
 - a. Grade Master Answer sheets are scored by computer scanner.
 - b. The Chief/Administrator or his designee of the participating agency will be mailed a copy of examination results within 15 working days after the examination arrives at the Carson Office.
 - c. The pass/fail status may also be released to the candidate's Chief or Lead Instructor.
 - d. Grade Master Answer sheets of with passing scores will be destroyed after scoring. The State Fire Marshal Division shall keep only fail Grade Master Sheets for the file.
3. The passing score for all written training section certification examinations is 70%.
4. The State Fire Marshal, Training Section will score/analyze all exams and Lead Instructor will be notified by letter or certificate accordingly. Notification will indicate only pass/fail status. If the candidate fails a number grade will be given.
5. A candidate failing the exam may retest 30 days after the date of last test. The retest may be scheduled through the Lead Instructor.
6. If a candidate has not either tested or taken a retest within one year of the course completion, the entire course must be re-taken to be eligible for testing.

G. Academic Dishonesty

Academic dishonesty or inappropriate behavior will result in automatic failure and dismissal from the entire certification exam process.

1. If dishonesty or inappropriate behavior is observed, the Proctor must immediately take the test materials from anyone involved and ask those involved to immediately leave the testing facility.
2. A candidate caught dishonesty or inappropriate behavior will NOT be allowed to proceed with practical exam testing.
3. The Proctor shall seal these test packets and indicate on the packets that they were seized during an incident of dishonesty or inappropriate behavior. The Proctor shall also write a memorandum to the Division describing the incident in detail. This memorandum must be included when the test materials are returned to the Division.
4. At the Division's discretion, all certifications held by any individual accused of Academic dishonesty or inappropriate behavior on any Division Certification Exam may be revoked or suspended.

H. Testing for on-call candidates or other emergency responders

If an exam is administered while candidates are on call or an emergency arises, candidates must:

1. Immediately turn test booklets and answer sheets face down.
2. Test may continue when candidates return.
3. If emergency is of long duration:
 - a. The test that candidates failed to complete will be considered invalid.
 - b. Test will be rescheduled.
 - c. A different version of the test will be issued at a later date.

II. Criteria for the Lead and Assisting Skills Evaluator

All evaluators for any certification level must be certified by the State Fire Marshal Division before serving as an evaluator.

To serve as a **Lead Evaluator** for a certification examination, individuals must meet the following criteria:

1. Serves as an instructor for an agency: however, shall not have served as an instructor for the class/course to be tested.
2. Be certified by the State Fire Marshal Division as a Fire Service Instructor II.
3. Be certified by the State Fire Marshal Division at the level they are evaluating, i.e. to evaluate Fire Fighter II, evaluator's certification must be at the Fire Fighter II level.
4. Must be certified as a State Certification Evaluator.
5. Agrees to abide by all of the rules and conditions stipulated by the State Fire Marshal Division.
6. Agrees to sign an "Evaluator Code of Ethics" form.

To serve as an **Assisting Skills Evaluator** for a certification examination, individuals must meet the following criteria:

1. Be certified by the State Fire Marshal Division as Fire Service Instructor I.
2. Be certified by the State Fire Marshal Division at the level he or she is testing.
3. Must be certified as a State Certification Evaluator.
4. Agrees to abide by all of the rules and conditions stipulated by the State Fire Marshal Division.
5. Agrees to sign an "Evaluator Code of Ethics" form.

Skills Evaluators are chosen through a mutual agreement between the Lead Evaluator and the State Fire Marshal Division. Skills Evaluators are predominately used to assist with practical skills testing.

A. Assignment of Lead Evaluators

1. Fire Fighter I and II Evaluators

The assignment of the Lead Evaluator for a specific Fire Fighter I or II exam is determined by the State Fire Marshal Division after an "Approval Request for Certification Testing" is received. On the application, the department may request a specific evaluator be assigned for the exam; however all assignments made by the State Fire Marshal Division are final.

B. Certification Exam Generation

1. Practical Skills Test Generation
 - a. Practical skills and evolutions are generated by the State Fire Marshal Division.
 - b. Practical skills test are sequenced in the form of actual context skills and can include the recognized department minimum standards and SOPs/SOGs.
2. Several skills sequences cards have been created for each certification level. One card will be selected by the SFM and delivered to the evaluator in a sealed packet.
3. The benefits of this type of sequenced skills selection ensure randomness and thus the candidates must be prepared to perform any skill from the appropriate NFPA standard.
4. Manipulative Skills Registration Forms
 - a. Certification Evaluators will have candidates for testing complete the State Fire Marshal's Course & Manipulative Skills Testing Registration Form before any testing is conducted.
 - b. Completed forms are returned to State Fire Marshal Training Department.

III. Fire Fighter I and II Certification Examination Procedures

A. Number of Evaluators

Due to the complexity of the Practical Skills Sequences, there must be a minimum of two Evaluators at all Practical Skills Certification Exams. Two Evaluators can successfully evaluate up to ten candidates in any of the skill sequences. One additional Evaluator is required for each additional five candidates over ten. For example, 15 candidates will require three evaluators.

B. Prior to the exam date

The Lead Instructor shall contact the SFM Training Division at least 30 days before the scheduled test and inform them of:

1. The name and address of the Lead Evaluator
2. The number of candidates to be tested and for what levels.
3. The availability of support staff.
4. If any candidates have special needs.
5. If the training documentation for all of the candidates is complete.
6. Name of candidate's names, including middle initial.

C. Certification Exam Distribution

A package of testing materials is FedEx to the Lead Evaluator prior to the exam. The package will contain all of the materials necessary to evaluate the practical skills test.

Each candidate receives a sealed packet labeled with:

1. Candidate name
2. Type of test/tests enclosed (FFI, FFII, other)
3. The packet is not to be opened except by the designated candidate during the exam.

The Lead Evaluator conducting the exam is responsible for visually inspecting the testing materials received from the State Fire Marshal Division and to notify the Training Section of any evidence of tampering or additional materials needed.

D. Certification Exam Administration

Prior to beginning the exam procedure, the Evaluator must have all candidates sign the roster provided by the Training Section. Evaluators will verify the candidate's identity by way of valid governmental identification. **No one under the age of 18 can participate in the State Exam.** Do not allow candidates to review skills in advance of test.

E. Practical Skills Testing

1. Prior to the skills testing the Lead Evaluator shall meet with all skill evaluators to:
 - a. Introduce Skills Evaluators
 - b. Conduct safety briefing to include the procedure for activating the local Emergency Medical Service.
 - c. Discuss the Personal Protective Equipment requirements for all Skill Evaluators and Candidates while at the testing site/facility.
 - d. Discuss the administrative issues to include site/facility equipment; location of restrooms and break periods.
 - e. The use of the Skill Sequence testing sheets and the candidates Practical Skills Certification Sheets.
 - f. Practical skills station arrangement.
 - g. Who to contact if a candidate fails a skill.
2. It is difficult to estimate the exact amount of time that practical skills evaluations will take. The amount of time will vary based on the number of candidates, the number of skills in the chosen sequence, and the candidate's abilities.
3. Practical Skills Certification Sheets are provided to the Lead Evaluator for each candidate.
4. The State Fire Marshals Manipulative Skill manuals contain all of the practical skills that could possibly be chosen in a skills sequence for the appropriate level of testing; all practical skills from the appropriate NFPA standard are eligible for testing.
5. Various skills sequences have been developed for each level and will be periodically changed. The benefit of this choice of sequenced skills is that randomness is ensured and thus the candidates must be prepared for any skill.
6. The Training and Certification Section will provide a Skill Sequence testing sheets that will correspond to the skills sequences chosen. The Skill Sequence testing sheets contains checklist for each specific skill listed. The steps outlined on the checklists are identical to the steps each candidate should have been taught and mastered during the course of instruction.
7. To ensure consistency among evaluators, all evaluators must refer to this skills checklist and determine if the candidates follow the steps and techniques listed in order to pass the skill.
8. The evaluator shall state the skill to be tested, a time limit if applicable, and the Condition expected.
9. The evaluator shall refer to the skills checklist but not discuss information concerning the specific items or attempt to teach the correct method to perform the skills during the test.
10. The candidate's success/failure of each skill shall be indicated on the Evaluator's test sheets.
11. Practical Skill stations shall be arranged as to prevent candidates from observing stations they have not yet completed.
12. Candidates are not to be permitted to watch as skill stations are set up, for example a maze for search and rescue. Candidates are not allowed to watch as other candidates demonstrate their practical skills.

IV. Fire Fighter I and II Live Burn Testing

Any practical skill from the Fire Fighter I and II course are eligible to be tested; it is possible that a skill sequence may involve a live burn skill. In the event that a live burn facility may not be available at some test sites, Phase I Practical Skills Testing shall be utilized during the course of the instruction. All live burns will be performed in accordance with NFPA 1403.

Phase I Practical Skills Testing: the Lead Instructor for the course must understand that it is possible a live burn skill could be selected for testing.

1. Should a facility for live burns not be available at the time of the certification exam, the following procedure should be followed during the course to fulfill the live burn test skill:
 - a Before conducting a live burn exercise as required during the course, the Lead Instructor should contact the State Fire Marshal Division, or Lead Evaluator and advise of the date and location of the live burn exercise.
 - b An approved evaluator will be present and observe the live burn exercise to determine successful completion of the required skills as specified in the State Fire Marshals Manipulative Skill manual. Practical skills checklist provide the specific steps to be accomplished for each type of live burn.
 - c The evaluator present for the live burn must sign the candidates' practical skills checklist for the specific skills and indicate pass/fail for the skills.
2. The Lead Evaluator shall accept this procedure to fulfill the live burn test skills should this skill have been selected and the above procedure followed. The evaluator must verify this by completing the appropriate area on the Practical Skills Certification Exam Check-off Forms and the "Verification of Successful Completion of "Phase I (FFI and/or FFII) Practical Skills Testing"

V. Certification Testing Safety

During testing, the safety of all candidates, evaluators, and support staff is of the utmost importance.

1. The Lead Evaluator has the ultimate responsibility for the safety of all parties involved in the testing process. The Lead Evaluator should appoint a Safety Officer from either the support staff or from the available members of the fire department who are not testing.
2. The Safety Officer must be certified as a Fire Service Instructor II and possess sufficient training and experience to determine potential safety problems and take corrective action. The Safety officer shall operate in a roving fashion to ensure that all evolutions are being conducted in a safe manner.
3. The Safety Officer has the authority, regardless of rank, to stop any activity immediately if a dangerous condition or act is observed.
4. The Lead Evaluator and Safety Officer shall brief all assisting evaluators and support staff on specific safety precautions and procedures for certain skills. Any individual involved with the testing process who observes a potentially hazardous condition must report it to the Safety Officer or an evaluator.
5. All personnel, including test candidates, evaluators, and support staff shall wear required personal protective clothing at all time.

VI. Testing / Retesting Procedures

1. Skills exam evaluators shall review the following information with the candidates prior to beginning the Practical Skills Exam.
 - a. The evaluator shall state the skill to be tested, a time limit if applicable, and the Condition expected.
 - b. Each candidate must take appropriate protective equipment to each skills station if required.
 - c. Each candidate is allowed two attempts (or a retest) to successfully demonstrate a given skill.
 - d. The Lead Evaluator has the authority to limit the number of stations a candidate may retest.
 - e. Request for a retest on a failed skill station must be directed to the Lead evaluator.
 - f. The retest should be done with a different evaluator if possible.
 - g. Candidates who need to retest a skill station are not allowed to confer with other candidates, instructors, or evaluators to relearn and/or practice a skill.
 - h. The candidate retesting will only be required to repeat the skills within the area of the skill originally failed, not the entire skill sequence.
2. A candidate must successfully demonstrate mastery of each specific skill. If a candidate fails one particular skill, after having two attempts, he or she fails the entire practical skills exam.
3. Candidates should be notified confidentially of their pass/fail status on each skill.

VII. Upon Completion of All Practical Skills

Upon Completion of Practical Skills Exam

1. The Lead Evaluator collects all practical skills certification sheets.
2. The Lead Evaluator will review the evaluator test sheets to ensure all required skills were tested and pass/fail status correctly indicated. He/she will then transfer the information to the certification sequence cover.
3. All certification materials are placed in the return shipping container with test packets and other testing materials, and promptly returned/mailed to the State Fire Marshal Division.

FORMS



Agency Course Delivery Approval

Department/Agency: _____

Address: _____ Phone: _____

City: _____ Zip Code: _____ County: _____

Location of course: _____

Course Lead Instructor: _____

Address of Lead instructor: _____

Course to be delivered:

Entry Level Firefighter		NFPA/IFSA Firefighter I	
Nevada Firefighter I		NFPA/IFSA Firefighter II	
Nevada Firefighter II		Hazmat Operations	
Hazmat Awareness		Other	

Course Materials used:

IFSTA		Jones and Bartlett	
Delmar		IFSTA HazMat 1 st Resp.	
Other			

Exemption to Nevada Standard: (please list): _____

Course Curriculum if other than Nevada Level Course: _____

Phase I Practical Skills Testing:

Location _____ Date: _____

Expected Course Completion Date: _____

Person Responsible for Student Records: _____

During testing, the AHJ has primary responsibility to ensure the safety of all candidates, evaluators, and support staff. This includes adequate space for written and manipulative testing and compliance with applicable NFPA safety and health standards. It will be documented on the "Approval Request for Certification Testing" form.

Signature of Lead Instructor: _____ Date: _____

Fire Chief or Designee: _____ Date: _____

Please Return Form to:
Training & Certification Bureau
 107 Jacobsen Way
 Carson City, NV 89701
 Fax Number 775-684-7507



REQUEST FOR STATE CERTIFICATION TESTING

Department/Agency _____

Address: _____

City _____ Zip Code _____ Phone: _____

Course Lead Instructor _____

Written Exam Proctor _____

**Proctor's Address _____

Skills Lead Evaluator _____

**Evaluator's Address _____

**** All State exams will be sent directly to the Proctor or Lead Evaluator ****

Course and level to be tested:

Nevada Firefighter I		NFPA/IFSA Firefighter I	
Nevada Firefighter II		NFPA/IFSA Firefighter II	
Haz Mat Awareness		Haz Mat Operations	
Entry Level Firefighter		Fire Officer I	
Fire Service Instructor I		Fire Officer II	
Fire Service Instructor II		Fire Inspector I	
Aerial Driver		Fire Investigator	
Pumper Driver		Other:	

Practical skills to be tested:

Firefighter I		Firefighter II	
Hazmat Operations			

Date and time of Written Test: _____

Location: _____

Date and time of Skills Exam: _____

Location: _____

Course Materials Used:

IFSTA		Jones and Bartlett	
Delmar		Other	

Signature of Lead Instructor: _____ Date: _____

Signature of Fire Chief or Designee _____ Date: _____

MORE INFORMATION

During testing, the AHJ has primary responsibility to ensure the safety of all candidates, evaluators, and support staff. This includes adequate space for written and manipulative testing and compliance with applicable NFPA safety and health standards.

A class roster with student names (including middle initial) must be attached to this request for testing. Blank roster can be found on our website or by clicking on this link:

<http://fire.state.nv.us/Files/Training/SFM%20Class%20Attendance%20Roster.pdf>

Please return this form and roster to:

**Training and Certification Bureau
State Fire Marshal
107 Jacobsen Way
Carson City, NV 89701**

Or Fax to:
775-684-7507

Please note: Any Proctors or Lead Evaluator used for State testing MUST be registered with the State Fire Marshal office. If Proctor or Evaluator is not registered please call or email Lori DeGristina for more information at 775-684-7522, ldegristina@dps.state.nv.us.



Verification of Successful Completion of Training Requirements

To be filled out by candidate:

Name: _____

Date of Birth: _____ **SSN:** _____

Address: _____

City: _____ **State:** _____ **Zip:** _____

Department/Agency: _____

Fire Fighter Course Location: _____

Fire Fighter Course Dates: _____

To be completed by lead instructor:

As Lead Instructor for this course, I verify that the above candidate has successfully completed all of the practical skills required for the level of:

ELFF Fire Fighter I Fire Fighter II Fire Fighter I & II

As Lead Instructor for this course, I verify that the above candidate has successfully completed the following requirements for the above course. Check the correct boxes.

- | | |
|--|---|
| <input type="checkbox"/> Basic first aid and CPR | <input type="checkbox"/> Basic Wildland Course |
| <input type="checkbox"/> Technical Rescue Awareness | <input type="checkbox"/> Physical Requirements |
| <input type="checkbox"/> NFPA 1582 Medical Examination | <input type="checkbox"/> Educational requirements |

Hazardous Materials Requirements to meet NFPA 472 and WMD / Terrorism Awareness

- | | |
|------------------------------------|-------------------------------------|
| <input type="checkbox"/> Awareness | <input type="checkbox"/> Operations |
|------------------------------------|-------------------------------------|

Lead Instructor Signature: _____ **Date:** _____

As fire Chief for the _____ Fire Department, I certify that the above named individual is at least 18 years of age and a current member of our department in good standing.

Fire Chief Signature: _____ **Date:** _____

Please Return Form to:
Training & Certification Bureau
107 Jacobsen Way
Carson City, NV 89701
Fax Number 775-684-7507

revised 7-2010



Verification of Successful Completion Of Phase I – FFI Practical Skills Testing

To be completed by an Evaluator present for the Phase I Practical Skills Testing:

Candidate: _____ **Date:** _____

Locations: _____

- NFPA 1001-2008, 5.3.7: Fire Control-passenger car fire
NSFM Evolution # 1
- NFPA 1001-2008, 5.3.8: Fire Control-exterior combustibles
NSFM Evolution #2
 - Piles/stacks of class A combustible materials
 - Storage Containers (exterior dumpster/trash bin)
- NFPA 1001-2008, 5.3.10: Fire Control-interior structure fire
NSFM Evolution #3
- NFPA 1001-2008, 5.3.19: Fire Control-ground cover fire
NSFM Evolution # 4
- NFPA 1001-2008, 5.3.12: Vertical Ventilation
NSFM Evolution # 5

I verify that I was present and personally evaluated this candidate in the following practical skills:

Evaluator: _____

Signature: _____ **Date** _____

Please Return Form to:
Training & Certification Bureau
107 Jacobsen Way
Carson City, NV 89701
Fax 775-684-7507

Revised 7-2010



Verification of Successful Completion Of Phase I - FFII Practical Skills Testing

To be completed by an Evaluator present for the Phase I Practical Skills Testing:

Candidate: _____ **Date** _____

Locations: _____

- NFPA 1001-2008, 6.4.1: Rescue-vehicle extrication
NSFM Skill Sheets #7A-7D
- NFPA 1001-2008, 6.3.1: Fire Control-external ignitable liquid fire
NSFM Skill Sheet #3
- NFPA 1001-2008, 6.3.2: Fire Control-coordinated interior attack team
NSFM Skill Sheets #4
- NFPA 1001-2008, 6.3.3: Fire Control-flammable gas cylinder fire
NSFM Skill Sheets #5A-5B

I verify that I was present and personally evaluated this candidate in the following practical skills:

Evaluator: _____

Signature: _____ **Date** _____

Please Return Form to:
Training & Certification Bureau
107 Jacobsen Way
Carson City, NV 89701
Fax Number 775-684-7507

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Evaluator Code of Ethics

As a Certification Exam Evaluator for the State Fire Marshal Division, I realize that consistent, quality testing is a primary obligation to my candidates and the departments/agencies they serve.

It is my job to administer testing that will provide the candidates with a successful and rewarding experience, and I will work to ensure the success of each candidate.

I will refrain from making remarks or telling stories/jokes that may be considered offensive to others. I will be professional regarding socializing with candidates, and I will limit candidate contact outside of testing situation as not to put the evaluator-candidate relationship at risk. It is my responsibility to use good judgment in selecting clothing that projects a professional image, and that is appropriate for both evolution and classroom activities.

If I have comments or complaints about other instructors, candidates, or staff members, I will express them to the State Fire Marshal Division, and not to other individuals or groups.

I expect safety rules to be observed by everyone -- coordinators, instructors, visitors, as well as candidates.

If for any reason I am unable to evaluate the exam I have been assigned, I will call the State Fire Marshal Division as soon as possible.

As a Certification Exam Evaluator, I agree to abide by all rules and conditions stipulated by the State Fire Marshal Division in conducting training, certification testing, controlling examinations, maintaining records and submitting reports.

I further agree not to reproduce or release any testing materials or divulge the contents of the testing bank to anyone.

I understand that to disregard any of the Division's Certification and Testing Policies would violate my agreement with the State Fire Marshal Division and thereby cause the revocation of my evaluator status.

Please Print Name: _____ Date ____/____/____

Signature: _____ Test Location: _____

Certification Level: _____



WRITTEN CERTIFICATION TESTING PROCEDURES (CHECK-OFF LIST FOR PROCTORS)

Proctors shall read or explain the following instructions to all Candidates^[d1] at the start of every exam

Check Box

1. **Introduce yourself**
2. **Emergencies**
 - a. Explain the location of fire exits and fire extinguishers.
 - b. Discuss a meeting location in event of a fire or other emergency.
3. **Bathroom breaks**
 - a. Candidates requesting to use the restrooms must go one at a time.
 - b. Candidates must raise their hand and be acknowledged by the Proctor.
 - c. Before leaving, the candidate is to turn their answer sheet over and quietly leave the exam room.
 - d. Remind candidates that no discussion of the exam is allowed during restroom breaks.
4. **Personal electronic devices**
 - a. Candidates can not be in possession of any personal electronic devices.
 - b. Ask all candidates to turn off and surrender all cell phones, pagers, radios or other electronic devices.
 - c. Failure to surrender electronic devices will dismiss the candidate from further testing.
5. **No talking**
 - a. Remind candidates that this is an exam. They are not to discuss or review test materials or converse about any issues concerning the exam which they are taking.
6. **Nothing is to be on the desks or tables except for testing materials.**
7. **Fill out roster**
 - a. All candidates must complete the attendance roster as required.
 - b. Verify the candidate's identity by means of a valid governmental identification.
 - c. Check the name on the roster for spelling. Correct if necessary.
 - d. Sign under their name and complete Candidate ID as described at the bottom of the roster.
 - e. Fill out contact information.

Written Certification Testing Procedures continued

8. **Hand out test packets**
 - a. Instruct the candidates not to open test packets until told to do so.
 - b. Have candidates review the label on the front of test packet to insure the information is correct.
 - c. Ensure all candidates have a test packet.

9. **Review answer sheet procedures**
 - a. Use number 2 pencils only.
 - b. Fill oval completely.
 - c. Any erasures must be complete.
 - d. No stray marks.
 - e. Failure to mark correctly may result in computer misread.
 - f. Failure to follow any of the above procedures will result in missed exam points
 - g. True – False questions should be answered according to the test NOT the scan-tron answer sheet.

10. **Testing time**
 - a. Explain one hour per 50 questions, two hours per 100 questions.
 - b. This test will run _____ hour(s)

11. **Open internal unsealed test packet**
 - a. Certification test.
 - b. One *Grade Master* answer sheet.

12. **Go over “Grade Master” Answer Sheet**

Explain that the candidate is to complete the following:

 - a. Candidate ID Number ([Date of Birth](#)) place number in box and fill in corresponding spot below.
 - b. Reassure candidates that SSN are mandatory and held strictly confidential.
 - c. Print last name, then first name.
 - d. Subject - subject tested, test generation date and form number (located on the certification test top right-hand corner. i.e. FF108Dec3Form1).
 - e. Date – date of test.
 - f. Period – leave blank.
 - g. Remind students that True/False questions should be answered according to the test NOT the Grade Master answer sheet.

13. **Remind Candidates**
 - a. Pay careful attention to the question number and the number on answer sheet.
 - b. True – False questions should be answered according to the test NOT the answer sheet.
 - c. If you have a question, raise your hand and the proctor will assist you. The test proctor can only read the question to the candidate and not help to decipher or explain.
 - d. Remind the candidate that failure of the exam will result in a 30 day waiting period.

Written Certification Testing Procedures continued

14. **Candidates appeal of test questions**

If a candidate appeals a test question have them:

- a. Write on the back of the answer sheet the question number.
- b. Write a detailed explanation as to why the candidate has issue with the test question.
- c. Remind the candidate that appeals are not opinions of test questions.
- d. Also remind the candidate that any review of the test question may not change their grade but will be evaluated for future test validations.

15. **When finished have Candidates**

- a. Place test booklet and answer sheet into smaller envelope.
- b. Seal the envelope
- c. Give exam packet to the test proctor.
- d. Leave exam room.

16. **The Candidates will have _____ hour(s) to complete the this test and will be asked to stop at _____(Time).**

17. **You may begin.**

Comments: _____

Proctor's Notes:

- 1. **No one under 18 years of age is allowed to participate in any state exam.**
- 2. **Never allow reference materials to be used during exam.**
- 3. **Never discuss test questions with students.**
- 4. **No one, other than the Proctor and students are allowed in testing area.**

As Exam Proctor, I have followed the above guidelines in administering this exam and maintained security and integrity of the examination process.

Signature: _____ Date: _____

Exam Level: _____

Lead Evaluator: _____



LEAD EVALUATOR INSTRUCTIONS FOR MANIPULATIVE CERTIFICATION EXAM

Prior to Conducting the Exam:

Check Box

1. **Review training records**
 - a. All training records must be turned into the State Fire Marshal staff or the Evaluator by the AHJ representative.
2. **Select and brief Safety Officer**
 - a. Select a Safety Officer to assist you during the exam. Remember ... the Safety Officer will not assist with the examination process. The Safety Officer is there to protect the Candidate(s) from injury during the examination process.
 - b. The Safety Officer should ensure all candidates testing are wearing appropriate PPE and all equipment is in safe and working condition.
 - c. The AHJ has primary responsibility to ensure the safety for all candidates, evaluators, and support staff. This includes adequate space for the manipulative testing and compliance with applicable NFPA and OSHA standards.

Pre-Exam Briefing with Evaluators:

1. **Administering the manipulative skill examinations:**
 - a. Evaluators will read the skills to be demonstrated, the conditions to be met, and the time limit if applicable, to each student or team as they come to the testing station.
 - b. Evaluators will ask each candidate if they have any questions. Questions will not be answered once the skill examination begins.
 - c. All timing of skills will be done with the stopwatch provided by the certification office.
2. **Evaluators will score the candidates in the following manner:**
 - a. **Swiftly** - completing the skill in the allotted time.
 - b. **Safely** - completing the skill in a safe manor.
 - c. **Competently** - completing all performance criteria as required.
3. **Evaluator's responsibilities**
 - a. Evaluators will not coach or instruct during the examination process. The candidate must complete all competencies to pass the skill. If they do not, they fail the attempt.
 - b. Evaluators will ensure that all equipment is in safe and working condition.
 - c. Evaluators will verify that all candidates being tested are wearing appropriate PPE as required of the skills.
 - d. Test packets must be handed from Evaluator to Evaluator if possible. Candidates are not allowed to review the test packets at any time; if caught doing so the candidate will be disqualified from any further testing.

Pre-Exam Briefing with Evaluators continued:

4. **Upon completion of skill examination.**
 - a. As each candidate completes a skill, the Evaluator will check either **pass** or **fail** and sign the lower section of that skill sheet. * Evaluators must use an ink pen.
 - b. If a candidate fails a first attempt, the second attempt shall be conducted by a different Evaluator.
 - c. If a candidate fails a second attempt, the Evaluator will have the candidate review and sign the bottom section of that skill sheet.

5. **Questions or problems**
 - a. Any questions or problems that arise during the exam should be brought to the attention of the Lead Evaluator who shall discuss the issue with the AHJ representative.
 - b. At no time shall the candidate be allowed to confront, complain, or argue.
 - c. The evaluators shall not, at any time, debate with the candidate.
 - d. Do not discuss problems around candidates taking the exam. All issues must be discussed in private.
 - e. Should a candidate(s) need to leave the testing area for an emergency, upon their return, they may continue with the testing if time permits or they may reschedule through the Lead Instructor.

Pre-Exam Briefing with Candidates:

1. **Introduce all members of the Evaluation team.**

2. **Ensure that all candidates complete the attendance roster and waiver**
 - a. Have all candidates sign and review their information on the attendance roster.
 - b. Verify all candidates' identity by means of a valid governmental identification.
 - c. Ensure that all registration/waiver forms are complete and signed.

3. **Personal Electronic Devices**
 - a. Candidates can not be in possession of any personal electronic devices.
 - b. Ask all candidates to turn off and surrender all cell phones, pagers, radios or other electronic devises.
 - c. Failure to surrender electronic devises will disqualify the candidate from any further testing.

4. **No talking**
 - a. Remind candidates that this is an exam. They are not to discuss or review test materials or converse about any issues concerning the exam which they are taking.

5. **Bathroom breaks**
 - a. Candidates requesting to use the restrooms must inform an Evaluator prior to leaving testing area.
 - b. Remind candidates that no discussion of the exam is allowed during restroom breaks.

6. **Appeal process**

If a candidate would like to appeal any portion of the manipulative skill they must do the following;

- a. Contact the AHJ representative on site to discuss their grievance.
- b. The Lead Evaluator and AHJ representative will serve as the review committee to determine the basis for manipulative skill complaint(s).
- c. If the review committee cannot reach a consensus decision, the regional training coordinator from the State Fire Marshal will be consulted.
- d. The next level of redress shall be the AHJ and the certification coordinator.
- e. Should this level fail, the FSSTC may hear the issue, whose decision is final.

Post Exam:

1. **Once the examination is complete**

- a. Collect all the exam packets.
- b. Conduct a debriefing with the candidates.

2. **Thank candidates for being involved in the certification process and if possible, answer any questions that might have developed during exam.**

3. **If you have a candidate that needs to take a third attempt,**

- a. In private, explain to the candidate that they will need to have their department send in an exam request to the State Fire Marshal office requesting a new exam date.
- b. Remind the candidate that failure of the exam will result in a 30 day administrative waiting period.

4. **If you had any problems or concerns**

- a. Please document any problems or concerns and forward them to the AHJ Representative and the Regional State Fire Marshal Coordinator.

5. **The Lead Evaluator must do the following to complete the testing process:**

- a. Review all exam documentation and packets to ensure that they are completed.
- b. Collect all clipboards, stopwatches and other exam material.
- c. Return all examination materials to the State Fire Marshal office using the "Return Merchandise Label", or other secure method.

Comments: _____

As Lead Evaluator, I have followed the above guidelines in administering this exam and maintained security and integrity of the examination process.

Signature: _____ Date: _____

Exam Level: _____

***Fire Service
Certification
Exam
Taking Place
Authorized
Personnel
Only***