

<b>SOUTHWEST FIRE ACADEMY</b>		<b>POLICY-600-009</b>	
<b>POLICY</b>	<b>SECTION:</b> 600 - Procedures		
	<b>TITLE:</b> Evaluators and Proctors		
	<b>Date Approved:</b> August 7, 2015		<b>Revision Dates:</b> None
<b>Subject:</b>  Policy Intent and Application			
<b>Scope:</b>  This Policy applies to all employee's and students of the Southwest Fire Academy			
<b>Purpose:</b>  The Policy establishes the requirements to be an evaluator or proctor for ProBoard testing			
<b>Procedures:</b>  Skill Evaluators and written exam proctors shall be selected via a three-part system:  Apply directly to SFA for a skills evaluator position with the following minimum pre-requisites:  <ol style="list-style-type: none"> <li>1. Certified to the NFPA standard being applied for via ProBoard or IFSAC</li> <li>2. Certified to NFPA 1041 Level I via ProBoard or IFSAC</li> <li>3. Complete a 4-hour SFA Skills Evaluator Training Session that covers the following topics (Knowledge): <ul style="list-style-type: none"> <li>• Student rights</li> <li>• Evaluation Process and Documentation</li> <li>• Written Testing Policy and Procedures</li> <li>• Evaluator Ethics</li> </ul> </li> <li>4. Complete a skills assessment as an evaluator (Skills): <ul style="list-style-type: none"> <li>• Skills evaluators shall shadow experienced evaluators and be approved by them prior to evaluation on their own</li> </ul> </li> </ol> There shall be a lead evaluator assigned to each testing session. The lead evaluator shall ensure that all evaluators are conducting testing as per the approved policy and training program. If an evaluator is deemed to be improperly conducting skills testing the proctor shall immediately suspend that evaluation and:			

1. Make a determination if the integrity of the testing has been compromised - if it has, the evaluations conducted by the evaluator shall be discarded and a new evaluator shall re-do the evaluations
2. Make a determination if the integrity of the testing has been compromised - if it has not the lead evaluator shall explain the concerns and correct the concern. The lead evaluator may replace the evaluator if deemed necessary

Written scripts shall be delivered with the tests to the test evaluator and or proctor with the following information to be read to the students (Provided by OFMEM):

- Written instructions for the written test administrator will include the following:
- Checking candidate's identification (ID)
- Spacing of candidates in the testing area
- Ensuring adequate lighting and ventilation if within the proctor's control
- Advising the proctor not to leave the test area
- Information on how to process the test instruments
- Standard script for the candidates for a written test should include such things as:
- Warning of consequences if caught cheating
- Advising candidate that once the test begins he/she may not leave the room
- Advising the candidate how to fill out the answer sheet or test booklet
- Advising of time constraints
- Advising what to do when complete
- Advising that no items should be on the desk, no phones are to be used, no supplemental material is to be used etc.

Standard script for the candidates for a skills test shall include the following:

A description of the skill(s):

- Time constraints, if any
- Allowance for questions before start
- Explanation of pass-fail criteria
- How the candidate should indicate completion of the skill to the evaluator

**References:**

1. OFMEM Academics and Standards

**Notes:**