

# INSTRUCTIONS FOR SKILLS/PROCESS EXAM

## LEAD TESTER INSTRUCTIONS

As the Certification tester of this exam, **YOU** are representing the Utah Fire Service Certification Council. You are responsible for test security. Examinations must either remain locked in a secured place or in your possession at **all** times. Failure to do so is a violation of policy. Review the following procedures and follow them as outlined, complete and check off each step listed, and sign the back of this form.

### Check Training Records

- Prior to conducting the exam, Training Records must be checked for **100% completion**. If they are not complete, **do not** conduct the test. Contact a department representative and/or the Certification program manager.

### Safety Officer

- Identify and brief the safety officer provided by the AHJ to assist you during the exam. This person should not be taking the same exam that is being given. 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. The safety officer should ensure that all candidates testing are wearing appropriate PPE and all equipment is in safe and working condition.

### Pre-Exam Briefing with Test Team

- Score the candidates for: **swiftly** completing the skill/process in the allotted time, **safely** completing the skill/process, and **competently** completing all performance criteria. The candidate must complete all critical competencies to pass the skill/process. If they do not, they fail the attempt. Certification testers will not coach or instruct during the examination process. Certification testers will ensure that all equipment is in safe and working condition, and that all candidates testing are wearing appropriate PPE during the test as required by the skills/processes given.
- While administering the “spot check,” read the skills/processes to be demonstrated, the conditions to be met, and the time limit to complete each skill/process. Do this with each candidate as they come to each testing station. Ask the candidates if they have any questions before beginning. Questions will not be answered after the time begins. All timing of skills/processes will be done with the STOPWATCH provided by the Certification Office.
- You may inform candidates whether they pass or fail the skill/process, but you may NOT tell them what they failed.
- As each candidate completes a skill/process, sign the lower section of that skill sheet. If only one tester is at the test site and the candidate fails, the candidate must take their 2nd attempt that day with the same tester. If multiple testers are at a test site, the candidate should take their 2nd attempt with a different tester. The candidate may have the same tester administer the 2nd attempt if they choose, but must initial the skill sheet signifying their agreement.
- Test booklets should be handed from tester to tester. DO NOT allow candidates to carry test booklets from one station to the next.
- Once candidates have begun the testing process, they should be kept separated from other candidates who have not yet begun testing.
- If there is a question or a problem that arises during the exam, it should be brought to the Certification program manager’s attention immediately. Do not discuss problems around candidates taking the exam. Discuss them in private.

### Post-Exam Instructions

- If you had any problems or concerns, please write them down and forward them to the Certification Office.
- YOU ARE RESPONSIBLE** for completing the “Spot Check” Examination Results form (**BOTH sides**), review all exam booklets to ensure that they are completed and collect all clipboards, stopwatches, and any unused exam booklets.
- Make sure all time sheets are signed and returned with the test box.
- Use the “Return Shipping Label” to return all examinations and materials to the Certification Office. Attach the “To Be Opened by Certification Office Staff Only” seal to the box or envelope. Drop it off at the post office.

### Pre-Exam Briefing with Candidates

- TESTER: Welcome the candidates and introduce the members of the test team.**
- Please sign the examination attendance roster with your FULL LEGAL NAME and present your current picture ID to the Certification tester. You may not take the exam without presenting picture ID.
  - **TESTER: Candidates may not take the exam without picture ID.**
- All electronic devices must be turned off and placed out of reach until you have completed the exam. This includes, but is not limited to: cell phones, smartphones, handheld computers/tablets, PDAs, smart glasses, digital watches, smart watches, and other electronic, recording, listening, or photographic devices.
  - **TESTER: Do not proceed until all electronic devices are turned off and put away.**
- Candidates wearing a hat with a bill or brim will need to remove the hat or wear it with the bill to the back, unless it is worn for religious or medical reasons.
  - **TESTER: Do not proceed until candidates remove/move hats.**
- Please remember that this is an exam. You **MAY NOT** refer to books or reference materials once the exam has started. You are not to discuss tested material or any problems concerning the exam with the other candidates.
- If you need to use the restroom, you may go one at a time. No talking about the examination is allowed during restroom breaks. No review of study materials will be allowed once the exam begins.
- If you leave the test site at any time without tester approval, your exam will be considered invalid. Should an emergency arise where you need to leave the test site, please speak to testers for direction before leaving.
- You will be evaluated on an individual basis during team skills/processes. You are encouraged to work together as a team. However, each candidate should show knowledge of and competence in the skill/process. You are strongly encouraged to verbalize competencies as you complete your tasks. Certification testers may ask you to change position within the team during the skill/process to ensure that all candidates are participating.
- If you have an appeal about the examination process, you should contact the Certification Office in writing and list the reason for the appeal. If resolution does not occur through the Certification Office, you can appeal to the Utah Fire Service Certification Council. If the Certification Council turns down the appeal, you can appeal to the Utah Fire Prevention Board, whose decision is final.
- You will now each receive an exam booklet. Do NOT open the exam until directed to do so. Please complete the information on the front of the booklet.
- Open your test booklet to the first page ONLY. Read and sign the consent form. If you do not sign, you will not be allowed to test.
- Return the exam booklet to the Certification tester.
  - **TESTER: Collect all the exam booklets and maintain control of them during the exam.**

### Post-Exam Briefing with Candidates

- TESTER: Discuss any issues or concerns, good and/or bad, with the candidates.**
- TESTER: Ask if there are any questions that arose during the exam.**
- TESTER: If there are any candidates that need to take a 3rd attempt, notify them that they will need to have their department send in an exam request form requesting a new exam date that is no sooner than 30 days from the date of the current exam.**
- TESTER: Thank the candidates for being involved in the certification process.**

List any problems and/or concerns below, such as: missing tests, unusual activities, no-shows, etc.

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Comments: \_\_\_\_\_

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

Signature: \_\_\_\_\_ Date: \_\_\_\_\_