

# INSTRUCTIONS FOR OFFICER OR INSPECTOR SKILLS EXAM

## TESTER INSTRUCTIONS

As the Certification tester of this exam, **YOU** are representing the Utah Fire Service Certification Council. You are required to follow the exam instructions, complete and check off each step listed, and sign the back of this form.

You are responsible for test security. Examinations must always remain locked in a secured place or in your possession. Failure to do so is a violation of policy.

Examinations will not be reproduced outside of the Certification Office! Doing so will invalidate this exam and **all** people taking this exam will receive a **failure**. The cost for replacement of a copied or lost exam could be passed on to the Certification tester and/or the agency being tested.

**While administering the exam, you shall remain in the room at all times.**

### Pre-Exam

- Ensure that there is adequate space between the people taking the exam. Ensure that it is a comfortable location with adequate lighting and ventilation for testing.
- 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.
- The candidates may use their own IFC and Inspector Guide, and a calculator provided by UFRA, during the **Inspector Exam**. Candidates may use a calculator provided by UFRA via the online testing platform, during the **Officer Exam**.
- If testing both the written exam and skills, test the skills first.

### Post-Exam

- If you have 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 (**FRONT side & Candidate name(s) on BACK side only**). Review all exam booklets to ensure that they are completed and collect all clipboards, stopwatches, and any unused exam booklets. **The exams will be graded at UFRA.**
- Make sure all time sheets and travel reimbursement forms 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 and secure with packing tape as needed. Drop it off at the post office.

## CANDIDATE INSTRUCTIONS

- TESTER: Welcome the candidates and introduce yourself.**
- Please sign the examination attendance roster with your **FULL LEGAL NAME** and present your current government issued picture ID to the Certification tester. You may not take the exam without presenting your government issued picture ID.
  - **TESTER: Candidates may not take the exam without picture ID.**
- Please remove all unapproved materials from your desk, including books, bags, purses, all beverages and food items, etc. Place items away from you, preferably across the room. YOU should have nothing on the desk except the items approved for your exam, if any.
  - ✓ For the Officer Exam, a picture packet, calculator provided via the online testing platform, and a scratch paper, will be provided by UFRA.
  - ✓ For the Inspector Exam, candidates may use their own IFC and Inspector Guidebook, ruler, and a calculator provided by UFRA.
- **TESTER: Do not proceed until all items are removed from desks, except for the IFC, the Inspector Guidebook, and a UFRA calculator. Cell phones MAY NOT be used as calculators.**

- 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.**
- 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 directions before leaving.
- If cheating is observed at any time during the testing process, you will be removed from the testing area. You will be informed of the observation and requested to leave the test site.
- 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.
- Fire Inspector Only, you will now each receive a #2 pencil and an exam booklet for the Fire Inspector Exam. Do NOT open the exam. Please complete the information on the front of the booklet and wait for further instructions.
- Officer I only, write your name on the scratch paper. Follow the online instructions. When the exam is finished, you must turn in the scratch paper with all exam materials.
- I will announce the time allowed prior to testing each skill. I will post start and end times in a place where you can see them. You may not move on to the next skill until you are directed to do so.
  - **TESTER: All timing of skills will be done with the STOPWATCH provided by the Certification Office except if it is an online Officer Skill test which the online platform will monitor the time.**
  - **TESTER: You may announce time interval warnings (i.e., five minutes left).**
- Once all skills have been completed, I will collect all exam materials.
- Do any of you have any questions before beginning the exam? Questions will not be answered after the time begins.
- We will now begin the exam.

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 tester for this exam, I have followed the above guidelines in administering this exam and maintained the security and integrity of the testing process.

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