

INSTRUCTIONS FOR WRITTEN 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 either always remain locked in a secure 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** persons 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 always remain in the room.

Before the exam begins, ensure that there is adequate space between people taking the exam. Ensure that it is a comfortable location with adequate lighting and ventilation for testing.

Read aloud the exam instructions for the candidates, as they are written, and administer the exam as instructed.

When the exam has been completed, materials have all been returned, and all paperwork has been completed, 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.

CANDIDATE INSTRUCTIONS

- ☐ Please sign the examination attendance roster with your **FULL LEGAL NAME** and present your government picture ID to the Certification tester. You may not take the exam without presenting a valid government ID.
 - **TESTER: Candidate may not take the exam without a valid government issued ID.**
- ☐ Please remove **ALL** unapproved materials from your desk, including books (except those allowed for the exam), 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 you will be provided.
 - **TESTER: Do not proceed until all unapproved items are removed from the desks and it is helpful to designate a place for the candidates to place their items.**
 - **Allowed Resources:**

Hazmat Awareness, Ops & Tech	(UFRA ERGs are allowed on all 3 exams.)
Fire Inspector	(The Fire Code booklet and Inspectors Guide are allowed on these exams.)
ADO Pumper & Aerial	(UFRA calculators ARE allowed on these exams.)
Wildland I & II	(UFRA IRPG is allowed on these exams.)
Fire Investigator	(NFPA 921 is allowed on this exam.)
- ☐ 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 in the designated area.**
- ☐ 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 direction before leaving.
- ☐ You will now receive a packet containing a test booklet with the Candidate Agreement form and Testing, Appeal, & Cheating Notice attached (It is the first four pages of the test packet), scratch paper, an Exam Challenge Question Form (Challenge questions can no longer be written on the back of the bubble sheet, they must be written on the correct form to be evaluated and only in the space provided and it is limited to one challenge question form per candidate per test), and an envelope, along with a #2 pencil.
 - **TESTER: Hand out packets and pencils for each candidate along with the person specific bubble sheet and these may NOT be reassigned to another person.**

- ☐ Your test packet has been sealed and should not be opened until you are directed to do so. If you have received a test packet with a broken seal, immediately write your name and today's date on the front of the envelope, then notify the tester of the broken seal.
- TESTER: The candidate may use the packet with the broken seal. You should note on this form in the comments section that the seal on the candidate's packet was broken.**
- ☐ You may now break the seal on the packet and remove the contents.
- ☐ Write your legal name and date on the scratch paper. Write your name, PID, Exam ID, exam Level and Date on the exam challenge question form. When the exam is finished, you must turn in the scratch paper with all exam materials.
- ☐ Please read and bubble in your answer on the bubble sheet in the question 1 spot for the Candidate Agreement Form.
- ☐ Please read, print your legal name, date, and sign the "Testing, Appeal, and Cheating Notice" (TAC) in the test packet. Answer question 2 on the bubble sheet for the TAC form.
- TESTER: Do NOT allow the candidates to flip the page until you are ready to begin the test. There is a STOP! Notice at the bottom of the page and please note that their exam begins on question 3.**
 - TESTER: Specifically point out the number of questions on the exam, the appeal process, the cheating policy, and that absolutely no reproduction of the exam in any form is allowed. DO NOT move forward until all candidates have signed the form.**
- ☐ It is **extremely** important that all information and answers on the test answer sheet be within the circles and dark. If you change an answer, you need to erase it completely and mark the new answer. **Marks that are too light or not completely erased may result in that question being marked wrong.**
- ☐ On the answer sheet, please fill in the following information using the #2 pencil on the bubble sheet:
- PID NUMBER:** (Already printed on bubble sheet) 5-digit number issued by UFRA
 - LAST NAME, FI:** (first initial), **MI:** (middle initial)- (Already printed on bubble sheet)
 - DATE:** (month/day/year)
 - ADDITIONAL DATA:**
 - COURSE:** test level (found on front of test booklet)
 - VERSION:** found on test packet under level. Example: QM122525

FIRST NAME Pre-printed on bubble sheet
LAST NAME Pre-printed on bubble sheet
COURSE Firefighter I
DATE
VERSION QM122525

It is very important to have all this information filled in completely. Incomplete information may invalidate the exam.

- ☐ If you wish to challenge a question, write the challenge on the Challenge Question form at the time of the test. Challenges should include the question number, why the answer is incorrect, and what the correct answer should be. You may not use any text or training manuals to define or look up the question being challenged. Certification testers will not explain, define, or discuss questions or review question challenges at the test site. All challenged questions must be reviewed and approved by the Certification program manager.
- ☐ When you have completed the examination, please put all materials (test booklet, answer sheet, scratch paper, challenge question form) in the envelope provided, seal it closed, and return it to the Certification tester, along with the pencil. None of these items should leave the test site with you.
- ☐ You will now have _____ hours to complete the exam(s). I will announce the time it will begin and when it will end. The times will be posted in a place where you can see. You may now begin the exam.
- TESTER: All exams are one hour (for 59 questions or less), or two hours (for 60+ questions). If a candidate is taking two levels (each one hour), they will have two hours total.**
- ☐ Start Time: _____ End Time: _____

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

Comments: _____

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

Tester Signature: _____ Date: _____