ALABAMA FIRE COLLEGE &
PERSONNEL STANDARDS & EDUCATION COMMISSION
PROCTOR INSTRUCTION SHEET
PAPER-BASED EXAMS
(REVISED 08/22/17)

■ Proctor Responsibilities

- Safety and security are top priorities

- Familiarize yourself with the policies and procedures in the Certification Manual

- Introduce yourself and your role to the instructor and the candidates

- Ensure that no cell phones/electronic communication devices are brought into the exam room by examinees

- Verify documents provided in the exam package

- Confirm with the instructor each candidate's testing eligibility
    - Make any necessary notes/adjustments on the Test Administration Report form of any discrepancies
    - Please indicate show/no show for attendance
    - If a candidate completed all coursework, etc., per the instructor but is not listed on the testing paperwork, use your discretion in allowing the candidate to test
    - Write in the candidate information on the Testing Roster & Student Information Data Sheet

- Maintain strict control of all Testing paperwork, test booklets, ID numbers, etc. included in the Test Package
    - These items should only be accessible to approved Certification Staff only
    - Candidates should only have access once Test Registration has been completed (sign in and positive identification)
    - Verify candidate identify with positive photo ID; Candidates should sign in using Sign-In Roster
    - The printing, copying (to include taking pictures) or reproduction/distribution of exam questions in any form is prohibited

- Administer course survey (paper-based or computer-based form) prior to exam administration (instructor(s) not present)

- Ensure that there is adequate space between test takers and that the environment is conducive to testing (adequate lighting and ventilation; distraction free)

- Monitor for cheating of any type. If a candidate is suspected of cheating, take up the examination materials and dismiss the candidate. Document on the Test

Administration Report form and report the incident to your supervisor and the Certification Unit at the Alabama Fire College as soon as possible. A decision will be made and communicated to all involved regarding if the candidate can continue in the certification process from the Executive Staff at the AFC

- Actively monitor candidates during the entire testing period by periodically walking the room
- Collect appropriate skills paperwork, projects, etc. from Instructor/Course Coordinator. (Check for student & evaluator signatures, end of subject grades (minimum 70%), etc., legibility; clear up issues with Inst/Course Coordinator)
- Instruct candidates to initial and update Student Info Sheet (name, address, EMAIL, initial form, etc.)
- Complete Test Administration Report
- Return to the Alabama Fire College – Certification Unit, all testing paperwork & examination materials, etc.

■ Verify Documents provided in Package

- Test Administration Receipt/Return Checklist
- Test Packing Slip (indicates Test Date; Time; Proctor; Test ID; etc.)
- Test Administration Report (to be completed for each test administration; denotes test details & any exam question discrepancies voiced by candidates)
- Test Roster (indicates eligibility, audits, note show/no-shows, ADA)
- Student Information Data Sheet (candidate must initial that information is accurate and permission is given for release of test score via email)
- Test Booklets
- Course Surveys (only use forms provided or computer based form)
- Certification Course Requirements – Test Breakdown Information Sheet (current version)
- Extra Scantron Answer forms and sample form
- Scratch Paper (must be taken up after test administration)
- UPS Return Label (if applicable)
- Pencils
- Completed Forms Folder
- Skills Package (if applicable)
  - o JPR Report Form
  - o Skills Course Roster

- o Orientation Sign-In
- o Evaluator Agreement Forms
- o Practical Skills & Examination Station Results Summary
- o Individual Skills Sheets

■ Prior to Administering the Exam (completion order of steps determined by Proctor)

- Write on the board: **CERTIFICATION@ALABAMAFIRECOLLEGE.ORG**
- Verify eligibility of candidates to sit for the exam by using the Test Roster to confirm with the instructor that all candidates completed the required coursework (mark show or no show)
- Collect completed final roster and all course materials the instructor has that need to be returned in the test package - Progress Records, Skill Sheets, Evaluation Performance Grade Sheets (PEG sheet), Project work (if applicable), etc.
- Candidates must sign the Test Registration Sign In Sheet and show a photo ID prior to receiving the exam materials.
- Advise the candidates to use the restroom prior to entering exam room. Candidates may take no breaks during testing. If a candidate leaves the exam room during the test, testing is complete. Each candidate must turn in all testing materials before leaving the room
- Advise candidates to not begin testing until all candidates have signed in and exam instructions have been administered
- Advise candidates that No Cell Phones/Electronic Communication Devices/Cameras are allowed in the test room by examinees. Remind them to take this time to secure these items in their vehicle, etc.
- Distribute the following to eligible candidates:
  - o survey
  - o exam booklet
  - o 2 pencils
  - o scratch paper
  - o score/answer sheet (scantron)
- Administer the Course Survey

■ Administering the Course Survey [Read to Candidates]

1. Candidates should complete the Course Survey prior to beginning the certification exam.

    a. Please honestly and accurately comment on their experience with the Alabama Fire College.

b. Lead Instructor comments should be listed in *Section One*

c. If multiple instructors were involved, all other instructors should be listed together in *Section Two*. Please make comments for instructors specific by name.

2. Gather completed surveys, do not crease or fold surveys in any way.

3. Place back into the survey envelope.

■ Completing the Score/Answer Sheet [Read to Candidates]

1. Complete the section titled "Student Enrollment Sheet". In the I.D. Number section, print and bubble each part of your I.D. number in the spaces provided. Your ID is your social security number. This ID number is the identifier used to submit your entry to Pro Board and IFSAC for your certification record. There will be an extra space at the end.

2. In the Last Name/First Name/M.I. section, print each letter of your name in a box on the top line of the section leaving a box blank between the parts of your name.

- Leave the Phone Number, Code, Test Form and Subj Score sections blank.
- Completely fill in the appropriate bubble in the column below each of the numbers and letters you printed. (**Pause while candidates complete this section of the answer sheet.**)
- Turn your answer sheet so that you can fill in the blanks in the three-line section to the right of the Student Enrollment Sheet.
    - o Print your name on the Name line.
    - o On the Subject line, print the name of the test that appears on the front cover of your test booklet.
    - o Print today's date on the Date line.
    - o On the Hour/Day line, write the complete version number of the test, including the booklet number (example: SEP 2013, #22). The version and booklet number appear on the front of your test booklet.

■ Exam Instructions for the Paper-Based Exam [Read to Candidates]
(except shaded text)

Turn to the first page in the test booklet. Follow along as I read:

1. Cell phones, electronic communication devices, cameras, etc. are **NOT** allowed in test room by examinees. Your testing area must be clear of all items including books, notes, coats, food items, etc.

2. Certification exams have time limits. You have one minute per question to complete the exam.

[**Proctor:** For example, for 25 test items you have 25 minutes, 40 items 40 minutes, 50 items 50 minutes, 80 test items 80 minutes or 1 hour and 20 minutes, 100 items 100 minutes or one hour and 40 minutes, 140 items 140 minutes or 2 hours and 20 minutes, or 150 items 150 minutes or 2 ½ hours.]

3. Your exam contains _____ questions. Be aware that some exams have multiple levels.

4. You must correctly answer 70 percent of test items per level to pass a certification exam.

5. **<u>DO NOT MAKE ANY MARKS IN YOUR TEST BOOKLET; MAKE MARKS ONLY ON THE ANSWER SHEET.</u>** Read each test item carefully, and select the best answer. Mark your answer in the appropriate row on your answer sheet.

6. Completely darken the oval of the letter that corresponds to the answer you choose.

7. If you wish to change an answer, erase the incorrect answer completely. An item that has more than one answer choice darkened will be scored as incorrect. An item that has no answer marked will be scored as incorrect.

8. Do not talk during the exam. If you have a question, raise your hand.

9. We have zero tolerance for cheating. Any individual suspected of cheating will be asked to leave the exam room and not allowed to complete the exam. Please read the Honor Statement, which is on the front of your test booklet.

10. If you have a concern about an exam question, raise your hand and the proctor will come to you and note your question or concern about the item and forward the note to the Alabama Fire College for review. The Proctor cannot provide any interpretation or clarification of test items, etc.

11. Exam items are multiple choice or matching.

12. As you exit the exam room, you will review & initial the Student Information Data Sheet for accuracy of your individual information as well as permission to release your test score via email:

      a. **Name** – verify name as to appear on your certification certificate

      b. **Address –** current residence

      c. **Email Address** – email verification is **HIGHLY IMPORTANT**! Your test score **AND** certification certificate(s) will be emailed to this address.

      d. **Initial the form –** by initialing the candidate is providing authorization for score and certification release to those email addresses provided.

      e. **Please write legibly**

13. Exam scores:

a. will be emailed within 7-10 business days to the email address provided on the Student Information Data Sheet.

b. Grades will **NOT** be released over the telephone.

c. Release of scores for courses that are project based may take up to 10-14 business days.

d. Do **NOT** call the Alabama Fire College for grades

14. A certification certificate (with the national seals, if applicable) will be issued for those candidates that have successfully completed the written exam, the skills exam and provided all prerequisite documentation within approximately 30 days.

15. Turn to the next page and read the sample test item silently. **[Proctor:** Allow candidates time to read sample.]

16. Do you have any questions about the test? (**Pause**) It is now [**say current time**]. Testing time will end at [**say ending time of the exam**]. Turn to the next page of the exam and begin. (**Write ending time of the exam on the board.**)

■ **At the Completion of the Exam**

- Complete and sign the Test Administration Report and Test Roster form (Show/No Show) making all applicable notes.

- Account for **ALL** test booklets, answer sheets, pencils, scratch paper and testing materials and return to the briefcase/test package.

- Place the following materials in the completed-forms folder (in briefcase).
    - Test answer sheets (Scantrons) (**DO NOT BEND**)
    - Scratch paper
    - Completed Test Administration Report
    - Test Packing Slip, Course Roster, and Student Information Sheet
    - Progress records, Grade Sheets, Skills sheets, etc. if applicable
    - Place completed Course Critique/Survey forms (DO NOT BEND) in the designated folder.

- Return all testing and other applicable materials to the Alabama Fire College – Certification Unit as soon as possible.