

References:	PRO BOARD CRITERIA: PA6, TA1, TA3, TA6, TA7, TA8, TD3 EVALUATOR MANUAL	
Revised:	DECEMBER 18, 2020	PAGE 1 OF 2

1.0 GENERAL INFORMATION

- 1.1. **PURPOSE:** To provide a written, formal policy regarding the procedures for product evaluations so that candidates are evaluated in a fair, professional and consistent manner at all times.
- 1.2. **RESPONSIBILITY:** It is the responsibility of all evaluators that are involved in product evaluations to be aware of this guideline and the responsibility of the Academy to ensure that they have been given the proper training to perform their duties as an evaluator.

2.0 PROCEDURES

- 2.1. Pre-Evaluation – Product evaluations are to be conducted only by personnel that meet the required qualifications and have been approved and deemed competent by the Academy.
- 2.2. The Academy has two programs in which project assignments/evaluations apply:
 - 2.2.1. NFPA 1021 Fire Officer Level 1 and Level 2
- 2.3. Approximately one (1) month prior to the start of the programs mentioned in 2.2 above the candidate will be sent written instruction on accessing the required product assignment(s).
- 2.4. On the first day of the program the lead instructor will:
 - 2.4.1. Provide the product assignments to the candidates, including:
 - 2.4.1.1. The applicable JPRs, performance outcomes and rubrics the evaluator will be using to evaluate.
 - 2.4.1.2. The applicable NFPA standard the product assignment references.
 - 2.4.2. Notify that all product assignments are to be completed by the individual candidate and shall be their own work, product assignments do not require supervision.

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Revised:	DECEMBER 18, 2020	PAGE 2 OF 2

- 2.4.3. Give information on how they can seek support from the Academy if they require assistance while completing their product assignments.
- 2.4.4. Notify about assignment due dates and electronic hard copies are to be submitted in the online learning management system or to viera@nanaimo.ca
- 2.5. The Evaluator(s) marking product assignments will be subject matter experts and will be pre-approved by the Academy.
 - 2.5.1. Once the product assignments have been received by the Academy the Accreditation Manager will assign the assignments to an approved subject matter expert evaluator for marking.
 - 2.5.2. The Evaluator will use the applicable JPR checksheet with rubric to mark each assignment in order to ensure consistency between Evaluators.
 - 2.5.3. Assignments will be graded 'successful' (75% or more of available points) or 'unsuccessful' (less than 75% of available points) based on the rubric criteria.
 - 2.5.4. All marked product assignments will be submitted to the Accreditation Manager to be reviewed for accuracy and consistency before the results are disclosed.
 - 2.5.5. Once reviewed for accuracy, results will be disclosed and unsuccessful candidates will be given feedback from the evaluator and the opportunity to re-submit the assignment by designated due date.
 - 2.5.6. Certification will not be issued until the candidate has received a successful grade on all applicable evaluations, i.e. written, practical, product evaluations.
 - 2.5.7. The Evaluator will forward any issues identified with Academy product assignments to the Accreditation Manager to review and improve as necessary.



Karen Fry
Academy Director

December 18, 2020

Date