

References:	PRO BOARD CRITERIA: TA1, TA3, TA8, TD3, TD4, PA5, PA6 EVALUATOR MANUAL	
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### 1.0 GENERAL INFORMATION

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- 1.1. **PURPOSE:** To provide a written, formal policy regarding the conducting of written examination evaluations so that they are performed in a professional and consistent manner.
- 1.2. **RESPONSIBILITY:** It is the responsibility of all proctors or evaluators involved in proctoring written exams to be familiar with this guideline and the responsibility of the Academy to ensure that they have been given the proper training to carry out their duties. It is the proctor and evaluator's responsibility to review and be familiar with the Evaluator Manual.

### 2.0 PROCEDURES

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- 2.1. Exam Questions
  - 2.1.1. All exam questions will come in one of three (3) forms:
    - 2.1.1.1. Multiple choice
    - 2.1.1.2. True or False
    - 2.1.1.3. Matching
    - 2.1.1.4. NFPA 1021 Fire Officer Level 1 will also receive additional written assignments for project evaluations.
- 2.2. Pre-Examination
  - 2.2.1. All written test evaluations will be scheduled by the Academy.
  - 2.2.2. Exams are given to the proctor by the Academy the day of the written exam or are couriered to a mutually agreed upon secure remote location prior to the exam date.
  - 2.2.3. Exam(s) couriered to a remote location will be stored in a secure, locked cabinet or vault.
  - 2.2.4. The proctor will ensure the location where the exam is to be written is in safe condition, there is adequate lighting, appropriate facilities and is free of distraction.
  - 2.2.5. The proctor will ensure that the desk spacing is placed in such a manner to minimize or eliminate candidate interaction, approximately 1 metre between candidates.

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### 2.3. Exam Administration

- 2.3.1. The proctor will ensure all candidates present match the registration sheet provided. Any individual not listed on the registration sheet will be asked to leave and given instruction on how to register for the next evaluation session.
- 2.3.2. The proctor will provide instructions to the candidates (as outlined below) and answer any related questions.
- 2.3.3. The proctor will pass out exams face down on the desk to the candidates.
- 2.3.4. The proctor will review the exam title and topic with the candidates.
- 2.3.5. The proctor will review the information that is required on the candidate's answer sheet, i.e. name, student number, date and course name.
- 2.3.6. The proctor will ensure candidates know the proper procedure to change an answer.
- 2.3.7. The proctor will review the timeframe available to complete the exam (e.g. 1.5 minutes per question, 30 questions, 45 minute time frame).
- 2.3.8. The proctor will allow the opportunity for candidates to seek clarification.
- 2.3.9. The proctor will give instruction for the candidates to begin.
- 2.3.10. The proctor may rephrase a question to a candidate for clarification providing it does not indicate the answer.
- 2.3.11. If it becomes apparent that there is an ambiguous question, the proctor will make note of that question(s) and submit it to the Academy for review.
- 2.3.12. If a candidate completes the exam before the given timeframe has been reached, the candidate will turn his/her exam and answer sheet facedown. The proctor will collect the exam question sheet and answer sheet. The candidate is then permitted to leave the supervised evaluation area. Once a candidate has left the supervised evaluation area, they are not permitted back in until all candidates have completed and handed in their exams and answer sheets.
- 2.3.13. At the given timeframe the proctor will give instruction to stop and candidates will turn the exam question sheet and answer sheet facedown.
- 2.3.14. The proctor will collect all exam question sheets and answer sheets.

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### 2.4. Remote evaluation site exam security:

2.4.1. The Lead Evaluator/Proctor will be given the exam(s) in a sealed envelope just prior to the evaluation date and will be responsible for the exam security while in his/her possession.

2.4.1.1. It is the responsibility of the Lead Evaluator to return the exams and answer sheets to the Academy not more than one business day following the evaluation.

2.4.2. Exams will be couriered to the proctor so that it is received two (2) days prior to the evaluation.

2.4.3. Once the proctor receives the exam(s) he/she is responsible for security while in their possession.

2.4.3.1. It is the responsibility of the proctor to courier the exam(s) back to the Academy within 7 business days of the evaluation.

### 2.5. Post-Examination

2.5.1. Examinations are returned and marked by the Academy administration.

2.5.2. Pass mark is seventy-five percent (75%).

2.5.3. All marks are to be kept in the candidate's student file.

2.5.4. Results are forwarded to the candidate as a pass or fail with their final percentage.

2.5.5. Exams are not to be returned to the candidate.

2.5.6. All exam question sheets are to be shredded by the Academy.

### 2.6. General

2.6.1. There is to be no talking during the examination.

2.6.2. No items other than exam material are to be on the desk during the exam. All cell phones and pagers are to be turned off and removed from the desk.

  
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Karen Fry  
Academy Director

December 22, 2017  
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Date