

References:	PRO BOARD CRITERIA: TA3, TA4 EVALUATOR MANUAL	
Revised:	DECEMBER 22, 2017	PAGE 1 OF 1

1.0 GENERAL INFORMATION

- 1.1. **PURPOSE:** To provide a written, formal policy for proctor/evaluators versus candidate ratio to ensure safe, consistent and fair evaluations of all candidates.
- 1.2. **RESPONSIBILITY:** It is the responsibility of all instructors, evaluators, proctors and registrars to be familiar with this guideline to provide safe, consistent and fair evaluations for both written exams and practical skills evaluations. It is the responsibility of the Academy to ensure that this policy is adhered to at all times to ensure the safety of candidates.

2.0 PROCEDURES

- 2.1. The ratio of proctors to candidates for written exams will not exceed 20 candidates to one (1) proctor.
- 2.2. The ratio of instructor/evaluators to candidates for practical skills evaluation with no live fire will not exceed a 10 candidate to one (1) evaluator ratio.
- 2.3. The ratio of instructor/evaluators to candidates for practical skills evaluation with live fire will not exceed a ratio of five (5) candidates to one (1) instructor/evaluator and there will be a separate dedicated Incident Safety Officer.
- 2.4. Project Assignments do not require supervision.
- 2.5. In the event that there is more than one proctor or instructor/evaluator per evaluation session, one individual will be assigned as lead proctor or instructor/evaluator based on experience and qualifications.
- 2.6. At the discretion of the lead evaluator this ratio may be reduced if he/she deems that the complexity of the practical skills evaluation may pose a safety risk to the candidates and more supervision is required.
- 2.7. Instructor/Evaluators are given the authority to stop any practical skills evaluation immediately if they feel the actions of the candidate and/or the scenario environment has become unsafe.



Karen Fry
Academy Director

December 22, 2017

Date