

References:	PRO BOARD CRITERIA: TA4 EVALUATOR MANUAL	
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1.0 GENERAL INFORMATION

- 1.1. **PURPOSE:** To provide a written, formal policy regarding candidates leaving a supervised area during a written exam or a practical skills evaluation.
- 1.2. **RESPONSIBILITY:** It is the responsibility of all evaluators and proctors to be familiar with this guideline to ensure that procedures are followed when a candidate leaves a supervised evaluation area. It is the responsibility of the Academy to ensure that all evaluators and proctors are aware of this policy to ensure that all candidates involved in an evaluation process that must leave the supervised evaluation area for a legitimate reason, are handled consistently and fairly.

2.0 PROCEDURES

2.1. Written Exams:

- 2.1.1. Prior to the start of a written exam, the proctor will ask candidates if they require the use of the washroom facilities.
- 2.1.2. Once the written exam is in progress candidates will not be allowed to leave the supervised evaluation area except for cases of medical and personal emergency. In such cases the candidate will be accompanied by a neutral third party.
- 2.1.3. If a candidate leaves the supervised evaluation area and cannot return because of the nature of the emergency, the candidate's exam question sheet and answer sheet will be collected, the proctor will write across both the exam question sheet and the exam answer sheet "disqualified left supervised evaluation area" date, time and proctor signature. In the case of a candidate not being able to complete the written exam, at the time of the rewrite a new pre-set exam will be generated.
- 2.1.4. At the conclusion of the exam the proctor will return all exam question sheets and answer sheets to the Academy Administration making special note that a candidate(s) was disqualified for being unable to return to the supervised evaluation area. The event will be recorded on the candidate's personal file.
- 2.1.5. It is the responsibility of any disqualified candidate to register for a future written exam evaluation. Registration fees may apply.

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2.2. Practical Skills Evaluations:

- 2.2.1. Prior to the start of a practical skills evaluation candidates will be informed that if they are not involved in a evaluation scenario evolution they will be asked to remain in a pre-determined staging area until they are called upon to perform their evaluation.
- 2.2.2. If a candidate needs to leave the supervised evaluation area, he/she will inform the nearest evaluator they are leaving the staging area and for what reason (washroom, re-hydration, etc). The evaluator will make a note of the candidate's name and time of request. The candidate will inform the evaluator(s) of his/her return to the staging area.
- 2.2.3. In the event of an emergency or circumstance in which a candidate cannot return to the staging area the candidate will be disqualified and will be required to re-take the practical skills evaluation in its entirety at a future date.
- 2.2.4. In the event a candidate cannot complete a practical skills evaluation for whatever reason, the evaluator will write across the candidate's practical skills evaluation check sheet "incomplete" along with date, time and evaluator's signature.
- 2.2.5. Upon completion of the practical skills evaluation process the evaluator will return all practical skills evaluation check sheets to the Academy Administration making note of the candidate(s) incomplete status and it will be kept on the candidate's student file.
- 2.2.6. It is the responsibility of any candidate unable to complete the skills evaluation to re-register for a future evaluation date. Registration fees may apply.

2.3. Project Methodology

- 2.3.1. The Academy has project methodology assignments for NFPA 1021 Fire Officer level 1 and 2 and NFPA 1041 Fire Service Instructor level 1 and 2. There are no supervision requirements for project methodology assignments.



Karen Fry
Academy Director

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Date