

References:	PRO BOARD CRITERIA: PA1, TA5, TA6, TA7 EVALUATOR MANUAL, OG 5974, OG 5975	
Revised:	DECEMBER 22, 2017	PAGE 1 OF 2

### 1.0 GENERAL INFORMATION

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- 1.1. **PURPOSE:** To provide a written, formal policy regarding the roles and responsibilities of practical skills Instructor/Evaluators.
- 1.2. **RESPONSIBILITY:** It is the responsibility of all Instructor/Evaluators conducting practical skills 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

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- 2.1. **Conflict of Interest:**
  - 2.1.1. An Instructor/Evaluator may not evaluate a candidate whom they have instructed to prepare them for the evaluation process.
  - 2.1.2. Instructor/Evaluators with a personal or professional relationship with a candidate must declare to the Lead Instructor/Evaluator or the Academy the potential conflict of interest prior to the evaluation process.
  - 2.1.3. Failure to declare potential conflict of interest may lead to the suspension of the Instructor/Evaluator and an unsuccessful result to the candidate(s) by the Academy.
- 2.2. **Instructor/Evaluator Roles and Responsibilities:**
  - 2.2.1. Instructor/Evaluators must conduct themselves in a professional and respectful manner during all contact with the candidates.
  - 2.2.2. Instructor/Evaluators must ensure that the evaluation process is perceived by all candidates as being fair and without discrimination to gender, ethnic origin, organizational status or employment status.
  - 2.2.3. Instructor/Evaluators must ensure the evaluation process is consistent from one candidate to the next regardless of location or organizational status.
  - 2.2.4. Instructor/Evaluators must ensure that the degree of scrutiny of assessment of candidate's performance against the standard is fair and consistent from one candidate to the next.
  - 2.2.5. Instructor/Evaluators will ensure that the evaluation process is fair and consistent despite the differences in personnel and equipment from department to department when conducting remote evaluation.

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Revised:	DECEMBER 22, 2017	PAGE 2 OF 2

- 2.2.6. To ensure a fair, consistent and equitable practical evaluation for all candidates, the Instructor/Evaluator must ensure no coaching is provided to any candidate during the process.
- 2.2.7. If coaching does occur the Lead Instructor/Evaluator will determine if the coaching influenced the outcome. If so, both coacher and candidate will be dismissed from the evaluation. It will be the responsibility of the candidates to register for a future evaluation date.
- 2.2.8. If it is deemed the coaching did not influence the outcome, the Instructor/Evaluator will warn the individual(s) and a repeat offense will result in his/her dismissal.

### 2.3. Evaluation Documentation

- 2.3.1. Ensure all students have completed the course registration and consent form.
- 2.3.2. Ensure all exam bubble sheets are completed correctly as per the supplied example.
- 2.3.3. Ensure hard copies of all exams are collected and accounted for.
  - 2.3.3.1. Note: if a candidate is unable to write the exam at the designated time, it will be that candidate's responsibility to contact the Academy to arrange for an alternate evaluation date and time.
  - 2.3.3.2. No exams will be left for an individual to write at a later time.
- 2.3.4. Ensure all JPR practical skills check sheets are completed, dated and signed by both candidate and Instructor/Evaluator.
- 2.3.5. Ensure all failures and/or disputes are adequately documented and the Academy is informed of such.
- 2.3.6. Ensure training classroom and/or practical training area is returned to its proper order and all equipment is cleaned and returned to service.
- 2.3.7. Return all course documentation and course materials to the Academy at:  
Vancouver Island Emergency Response Academy  
580 Fitzwilliam Street, Nanaimo BC V9R 6E2

  
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Karen Fry  
Academy Director

December 22, 2017  
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Date