

Fire Service

Certification Testing



PRACTICAL EXAMINATION INSTRUCTIONS

Safety and Site Basics

- **Location of exits**
- **Location of restrooms**
- **In case of Emergency – exit buildings quickly**
- **Turn off or silence all cell phones and electronic devices and leave off until the test is complete**

Practical Test Instructions



Practical Evaluators

- **The skill station Evaluators/Assistants used today were selected because of their knowledge in each particular skill**
- **Skill station Evaluators/Assistants objectively record your performance based on the NFPA criteria listed on the FSC skill sheets**
- **The skill station Evaluator(s) will escort candidates to and from each station**

Practical Station Guidelines 1

- **At no time are candidates permitted to remain in the practical examination area while waiting for his or her next station**
- **Candidates must wait in the test staging area until the station is open and an Evaluator is available**
- **Candidates who have completed a practical skill station are not permitted to discuss stations with others that have not completed the station**
- **Failure to adhere to test policy could result in disqualification from the test process**

Practical Station Guidelines 2

- **Candidates are not permitted to take any test paperwork, electronics, or other study material into the station**
- **Candidates are not permitted to make any copies or recordings of any station**
- **Each skill station Evaluator will describe the scenario, or series of skills, Candidates are expected to perform**
- **The evaluator will not describe the individual elements of a skill sheet or station, but will describe the overall objective of that station**

Practical Station Guidelines 3

- **Candidates must pay particular attention the evaluator's description of what he or she expects you to perform**
- **The skill station evaluator will offer to repeat the instructions and will ask the candidates if the instructions were understood**
- **Candidates should not ask for additional information than the skill instructions, as the skill station evaluator is not permitted to give additional information**

Practical Station Guidelines 4

- **Candidates should understand that the Evaluators have been instructed to avoid conversation with candidates to assure fair and equal treatment of all candidates throughout the examination**
- **Evaluators have been instructed to report candidate performance directly to the CO, not the candidate or Training Officer/Instructor**
- **Do not interpret any Evaluators remarks as an indication of your overall performance**
- **Perform the skills to the best of your ability**

Practical Station Guidelines 5

- **Each skill station is supplied with several types of equipment for your selection**
 - **Candidates will be given time at the beginning of the skill station to survey and select the equipment necessary for that particular task**
 - **Do not feel obligated to use all the equipment**
 - **Personal Protective Equipment may be required; wear it unless otherwise instructed**
 - **Any specialty equipment for the examination will be supplied for you**

Practical Station Guidelines 6

- **As Candidates progress through the examination, the station Evaluator will observe and record each performance**
 - **Do not let his or her documentation practices influence your performance in the station**
 - **Generally there is no correlation between documentation and the quality of your performance**
 - **You are encouraged to verbalize the things you are doing during your performance in the station**

Practical Station Guidelines 7

- **If the station has a time limit, the evaluator will inform you of this during the instructions**
- **Inform the evaluator when you are finished with a station**
- **You may be asked to return equipment to its location at the end of your portion of the skill station**
- **The Evaluator will not tell you your time!**

Practical Station Guidelines 8

- You are not permitted to discuss any specific details of any station with other Candidates
- Please be courteous to the Candidates who are testing by keeping noise to a minimum
- Be prompt in readying for each station to keep the examination on schedule
- If you are unable to demonstrate satisfactory competency and fail a specific skill you *may* be told the general subject area but not the individual element

Practical Station Guidelines 9

- If you are unable to meet the minimum requirements you may attempt that skill again
- You have a total of three opportunities to pass a skill station
- If you are unable to satisfactorily pass that station in three attempts remedial training is required before attempting the station again
- The AFSC office will provide a candidate with additional information for remedial training follow-up, if warranted

Practical Station Guidelines 10

- A different Evaluator is assigned for each retest attempt
- During the skills testing session, you will not receive direct feedback on any station
- Today's examination is a formal verification of your ability to perform skills and IS NOT designed to assist with teaching or learning
- It is recommended that you contact your instructor or agency for remedial training

Practical Station Guidelines 11

- **An Evaluator does not determine the pass/fail *criteria*, and they only verify if a candidate correctly completes the task steps listed on the skill sheet**
- **The Certifying Officer is present to ensure that fair, objective, and impartial evaluations occur in accordance with the AFSC guidelines**
- **If you have any concerns about any component of the practical, notify the CO immediately to discuss them**

Practical Station Guidelines 12

- **The CO may visit skill stations throughout the examination to verify guideline compliance**
- **Voice any concerns or comments you may have about *this* examination to the CO before you leave the site today**
- **ANY significant concerns about the overall testing and certification process should be discussed with your local Fire Chief/Training Officer**

Practical Evaluations Summary

- **Points to Remember:**
 - **Safety is the Number One Priority**
 - **Follow instructions from the staff**
 - **During the evaluation, move only to exam areas when directed by the Evaluators**
 - **Be aware of any time limits, but do not sacrifice quality performance for speed**
 - **Review the equipment provided before starting the station**
 - **Complete all associated paperwork as needed**

QUESTIONS?



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DO YOUR BEST!



Establishing Performance Standards for Alaska's Fire Service