



# Evaluator Training Program

# What does a Certifying Officer and Evaluator do?

- **The Certifying Officer (CO) has the overall Authority of the FSC for the written and practical examinations**
  - **Test site Evaluators/Assistants serve as support to the Certifying Officer and must report all examination station information directly to the CO**

# What responsibility does the local Training Officer have during an exam?

- Provide assistance to the Certifying Officer throughout the day
- Verifies each Candidate is approved to test
- Ensures that all necessary equipment, apparatus, and supplies are at the test site
- TO does not make any decisions related to Evaluator duties or exam station criteria
- ANY Evaluator/Assistant questions related to testing must be directed to the CO

# Evaluator Training <sup>1</sup>

- Certifying Officer examination site introduction
- The Certifying Officer has overall authority for the administration the final examination

***The Alaska Fire Standards Council appreciates the help and support of Evaluators and Assistants during exams; certification examinations would not be possible without this support***

# Evaluator Training <sup>2</sup>

- **Safety is the number one priority**
- **It is the CO's responsibility to ensure that all applicants are tested in a safe and equal manner**
- **It is the Evaluators responsibility to monitor the safety of evolutions being conducted at an assigned station**

# Evaluator Training <sup>3</sup>

- **An Evaluator should contact the CO directly if there are questions or concerns about safety during the examination**
- **Before the examination begins, an Evaluator should discuss her or his level of training and ability related to an assigned station**

# Evaluator Training <sup>4</sup>

- Evaluators/Assistants must complete an Evaluator Code of Ethics Compliance Form when finished with this training module
- Evaluators/Assistants must adhere to the AFSC policies and procedures regarding the evaluation of certification applicants
- Failure to comply could result in removal from the test site and a report to the AFSC administration

# Evaluator Training <sup>5</sup>

- **All data concerning a Candidate's performance must be based upon objective recordings and observations of the specified criteria (skill sheet items)**
- **Evaluators are selected based on knowledge and experience with the assigned station**
- **Evaluators must have the ability to fairly and accurately observe and document various performances**

# Evaluator Training <sup>6</sup>

- **All performances must be reported with the greatest degree of objectivity possible**
- **The skill evaluation instruments (skill sheets) used have been designed to assist Evaluators in objectively evaluating the candidates**

# Evaluator Main Points

- **In conducting the evaluations please remember the following points:**
  - a. **This examination is a formal verification of job performance requirement skills and teaching, coaching, or remedial training within stations IS NOT allowed**
  - b. **Evaluators are not permitted to give any indication of performance (good or bad) to any Candidate at any time**

# Evaluator Main Points

- c. Evaluators CANNOT discuss any specific performance with anyone other than the CO**
- d. If you are unsure of scoring a particular performance, notify the CO as soon as possible**
- e. Discuss any questionable performance items with the CO before signing off on a skill sheet**

# Evaluator Main Points

- f. Evaluators must maintain a professional appearance at all times and address all candidates equally**
- g. Candidates must be evaluated in a consistent, fair, and respectful manner**
- h. Evaluators must limit dialogue to essential examination-related material only**
- i. Many Candidates may try to interpret Evaluator remarks as some indication of his or her performance**

# Evaluator Main Points

- j. At a minimum Evaluators should explain the station instructions and ask questions for clarification purposes**
- k. Evaluator questions should not “lead” a Candidate to an particular answer, but must be asked when additional clarification is required**
- l. In some circumstances a Candidate may have to simulate some actions, and the Candidate may need to provide verbal explanation to the Evaluator for skill criteria**

# Evaluator Main Points

- m. Evaluators CANNOT ask for additional information beyond the scope of the skill, such as having the candidate explain Firefighter II or Fire Officer information during the Firefighter I exam**
- n. Practical Skills Evaluator training program guidelines can be reference to help in evaluating Candidate performance (*pg 39 in CO Manual*)**

# Evaluator Main Points

- o. Evaluation guidelines have been established for all skill testing and some elements may not be relevant to every skill situation**
- p. The Evaluator should provide an introduction to each candidate upon selection for a station**

# Evaluator Main Points

- q.** Clearly print the candidate's first and last name on the evaluation form as well as the Evaluator name, date, and skill station number
- r.** The Evaluator must explain the instructions for each skill station and specify what is expected of the Candidate
- s.** The station instruction must be given to each Candidate in the same manner to ensure consistency and fairness

# Evaluator Main Points

- t. Before starting an evaluation, give the Candidate time to inspect any required equipment and answer any basic questions related to the equipment or scenario**
- u. An Evaluator should always attempt to devote full attention to the performance of the Candidate**
- v. After a Candidate finishes a station, complete the skill sheet in accordance with the his or her performance**

# Evaluator Main Points

- w.** All skill sheets should be filled out in a manner that prohibits the candidate from seeing the completed information
- x.** Evaluators must observe and enforce any time limits for the skill stations
- y.** Evaluators must check the “Fail” column for any steps that were not completed within the station

# Evaluator Main Points <sup>16</sup>

- z. Evaluators are responsible for the security of all station material and must return all material to the CO before leaving the examination site**

# Evaluator Additional Points

- **Once Evaluators receive materials for a station he or she can proceed to the station and check any props and equipment to assure that the skill station is ready**
- **An Evaluator should orient any additional Evaluators and Assistants with their roles in the station**
- **If Assistants are needed they should act as a team member would in a field situation**

# Evaluator Additional Points

- **Whenever possible, Assistants should be trained to the level of the exam**
- **Assistants must be consistent and professional in supporting an exam**
- **Be Objective; Do candidates meet the station skill sheets criteria?**
- **The Certifying Officer is on site to ensure a fair, objective, and impartial evaluation process occurs**

# Evaluator Additional Points

- Do not discuss specific performance with candidates
- Pass or Fail is not in your vocabulary when talking to candidates
- If any questions arise while evaluating a candidate, ask the Certifying Officer for clarification
- Be professional in the way you address candidates
- Always ask if the candidate understands your instructions

# Evaluator Additional Points

- **A Candidate can ask questions for clarification, but NOT how to perform the skill criteria**
- **Provide a prompt if a scenario requires, but do not coach or teach a Candidate**
- **Do not allow candidates to remain in the area once they have completed the skill station**
- **A Candidate that is attempting to retest must have a different Evaluator for each retest**

# Evaluator Additional Points

- Remember, the candidate must satisfy the minimum skill sheet requirement to pass
- Candidates have a total of 3 attempts to pass; retests are not unusual
- The CO is the only person that determines a retest is necessary
- Complete station evaluations in a timely manner
- Be organized and ready to start your skill stations before a candidate arrives

# Evaluator Training End Note

- **Meet with the CO to determine Evaluator and Assistant station assignments**
- **Read and Sign Evaluator Ethics and Compliance Agreement Form**

# Evaluator Training Safety

## Questions?

**Bottom Line... “Did the Candidate complete the minimum skills listed on the skill sheet criteria?”**

**!!!SAFETY FIRST!!!**

**DO YOUR BEST!**



## **Establishing Performance Standards for Alaska's Fire Service**