

EVALUATOR AND TEST INFORMATION

Please print clearly and DO NOT use initials.

Surname	First Name	Department (or individual) for whom you are evaluating
NFPA Standard	Level	Date of skills evaluation (mm/dd/yyyy)

EVALUATION PROCEDURES

The following evaluation procedures **must be READ immediately upon receiving your evaluation package. You must FOLLOW all of the procedures listed here** before, during and after the evaluation. After the evaluation, **SIGN the declaration** confirming that you have read and followed all of these procedures. **SUBMIT your signed agreement** with the completed evaluation package.

Note that if you were involved in the instruction of the training for this evaluation, you ARE NOT PERMITTED to act as an evaluator. The following procedures apply only to hands-on skills evaluations, not to assignment-based skills evaluations.

BEFORE THE EVALUATION DATE

- Check that the evaluation package from the OFC contains the following items:
 - Introductory letter
 - Evaluator Agreement and Evaluation Rules (this document)
 - Examination Record (summary of the Sets of Skills Posters sent and attendance form)
 - A Set of Skills Posters for each candidate (used during the evaluation)
 - Addressed return envelope.
- If any of these items are missing, contact the OFC immediately.
- Until the evaluation, keep the evaluation package in a secure, locked location to which only you have access.
- Read the information included in the evaluation package.
- Plan your evaluation based on the skills to be tested. Ensure you have the tools, equipment, PPE, facilities, and other resources required to complete the evaluation.
- Check with the host department whether there are candidates with disabilities, and plan for any accommodations that will need to be made.
- Check the facilities where the evaluation will be occurring to ensure it is a safe and healthy environment (e.g., temperature, air quality, lighting, space). If applicable, refer to NFPA 1403 Live Fire Training Standard, *Occupational Health and Safety Act, Regulation and Code*, and any local regulations, resolutions, municipal bylaws, and provincial and/or federal legislation.

BEFORE THE EVALUATION BEGINS

- Ensure that the evaluation area is laid out such that the candidates can be evaluated individually while the other candidates are separated in a space where they cannot see or hear the evaluation.
- Provide time for the candidate to use the washroom facilities, remove any headgear (e.g., hats, headphones, bandanas) and place personal items including cellphones in an area where they cannot be accessed during the evaluation.
- Check the identification of all candidates and match them to the list provided by the training host.
- **Read the Evaluation Rules to the candidate before beginning the evaluation (see page 3).**
- Remember that you are responsible for the safety of the candidates. Check that each candidate has all the PPE required and that it fits correctly. Check all the equipment before it is used by the candidate to ensure it is safe and ready for use.

DURING THE EVALUATION

- DO NOT allow any unauthorized person(s) to be present during the evaluation.
- Treat all candidates fairly and with respect. Discrimination against any candidate will not be tolerated. The Office of the Fire Commissioner expects evaluators to treat all candidates in accordance with the *Canadian Charter of Rights and Freedoms* and the *Alberta Human Rights Act*.
- Remain objective when dealing with the candidates and considerate of their individual circumstances. Do not treat any candidate preferentially or place any individual or group at a disadvantage compared to any other individual or group. Treat all candidates as equally valued participants.
- DO NOT leave the candidate(s) alone while the evaluation is in progress.
- DO NOT provide any assistance or coaching to the candidates regarding the skills they are demonstrating, except when their safety or the safety of others is at risk. If the candidate cannot demonstrate the skill without coaching, it will be marked as "fail". If there is a safety concern, stop the evaluation immediately to address it.
- Candidates failing specific skill(s) may attempt the skill(s) a second time during the same scheduled evaluation.
- DO NOT allow any candidate to leave the evaluation facility during the evaluation, except at a scheduled break.
- Document the actions of any candidate who violates the Evaluation Rules (Exam/Evaluation Irregularity report) and send your report to the OFC with the evaluation package.

AFTER THE EVALUATION

- Immediately after the evaluation, ensure all paperwork has been filled out and signed. Place the following items in the return envelope:
 - Signed Evaluator Agreement (this document)
 - A signed and completed Set of Skills Posters for each candidate
 - Completed Examination Record (attendance form)
 - Completed Exam/Evaluation Irregularity report(s), if applicable.
- The evaluation package MUST be sent by courier to the OFC as soon as possible (within 24 hours) and no later than 48 hours after the evaluation. If the evaluations cannot be shipped immediately, ALL materials must be locked in a secure location that only you can access. If a delay is necessary, the OFC must be advised of the reason for the delay an estimated date of when the package will be sent.

DECLARATION

I, _____, have complied with all of the evaluation procedures listed as specified by the Office of the Fire Commissioner and confirm that I have read these procedures before the start of the evaluation. I understand that failure to follow these procedures may result in suspension of my privileges as an instructor, proctor, and evaluator for certification processes with the Office of the Fire Commissioner.

SIGNATURE

DATE

QUESTIONS?

Email: ofc.certificationexam@gov.ab.ca
Website: www.ofc.alberta.ca

This collection of personal information is necessary to support the certification and accreditation programs of the Office of the Fire Commissioner. The collection is authorized under Section 33© of the *Freedom of Information and Protection of Privacy (FOIP) Act* and will be managed in accordance with the privacy provisions in the Act. If you have questions regarding the collection of your personal information, please send your inquiry to the Office of the Fire Commissioner, 16th Floor, Commerce Place, 10155 – 102nd Street, Edmonton, AB, T5J 4L4 or email ofc.certificationexam@gov.ab.ca.

EVALUATION RULES

THE EVALUATOR MUST READ THE FOLLOWING RULES TO THE CANDIDATES BEFORE BEGINNING THE EVALUATION.

Hands-on Skill Evaluations

Infractions of the evaluation rules will not be tolerated. If you violate these rules, you will be required to leave the evaluation area and will not be allowed to complete the evaluation.

- The grading system is Pass or Fail. All tasks listed on the Skills Posters must be passed to pass the evaluation.
- You must not leave the evaluation area once the evaluation has started. If you do, you will not be allowed to continue.
- You must not communicate with others while you are being evaluated, except where it is part of the task under evaluation. You must not coach other candidates while they are being evaluated.
- No candidate is allowed to watch or listen to the evaluations of other candidates, unless completing a team or partner task.
- Do not ask the evaluator to coach you. If you cannot complete the skill without coaching, it will be marked as “fail”.
- If you are unable to complete the skill on your first attempt, you may be given a second attempt, at the discretion of the evaluator.
- If at any time you feel that it is unsafe for you to demonstrate a skill, or if you have any other safety concerns, inform the evaluator immediately.
- Once you have completed a skill, inform the evaluator.
- Turn off all cellphones and other electronics and place them and all other personal items where they cannot be accessed during the evaluation.