

WRITTEN EXAMINATION PROCEDURES

Approved by the Commission 2/18/16

Each Proctor will have specific rules and policies based on testing sites selected across the state regarding examination procedures, however, the following procedures shall apply to all examinations:

PRE-TEST PROCEDURES (Proctor)

1. Registration and supporting documentation must be submitted into the Acadis system a minimum of two weeks prior to the scheduled examination.
2. Testing Event, Roster/Sign In Sheet information:
 - ❖ **Prior to testing event:**
 - Proctor/Fire Coordinator will receive testing event roster from the Commission a minimum of 48 hours prior to testing event.
 - Upon receiving the testing event roster, Proctor/Fire Coordinator will contact the host facility representative to touch base to make sure the testing facility is adequate and prepared for the number of participants listed on the testing event roster.
 - The department hosting the written examination will provide a facility adequate to administer the examinations with: (a) proper lighting, (b) sufficient space, (c) sufficient seating in a classroom setting with tables and chairs, and (d) a climate controlled, indoor - quiet environment.
 - At the discretion of the Proctor, if a large number of candidates are testing, the host department will provide a competent/qualified person (officer or training division personnel) to assist with monitoring and/or proctoring the examination.
 - If the host facility is unable to meet these obligations, an alternate facility must be acquired, immediately.
 - If the host facility is unable to find an alternate facility in time for the testing event, and the Proctor/Fire Coordinator feels that the original facility is not appropriate to administer the test, as a last resort, he/she may cancel the entire examination.
 - ❖ **At Testing Event – Pre-Test Procedures:**
 - Proctor/Fire Coordinator – utilizing the Testing Event Roster (for candidates testing on that day, for that testing event) - will:
 - ◆ Verify candidate's government issued photo ID and check appropriate area.
 - ◆ Have the candidate verify their information on the roster is correct (name, department represented, test name, and PSID number).
 - ◆ Candidate must sign the roster and provide a current email address.
 - ◆ **Remind candidates to remove items that are not allowed in the testing area.**
3. A PowerPoint presentation is provided to the Proctors by the Fire Commission Office to aid the Proctor in presenting the testing instructions to the candidates.
4. Each proctor will review the testing process information with the candidates via the PowerPoint presentation. In the event the facility does not have the appropriate equipment to display a PowerPoint presentation, or the equipment is not functioning, the Proctor must give an oral presentation of the testing instructions.
5. After each candidate has completed the test, they must hand in their test booklet, answer sheet, and any scratch paper utilized. They must also return any borrowed pencils, calculators, NAERG books or dictionaries. Upon receipt of the testing materials, the Proctor/Fire Coordinator must verify that they received the test booklet and the answer sheet, and that the information on the answer sheet (name, birth date, PSID #, type of test and version of the test) is correct and the corresponding bubbles are darkened in. Once this is verified, the Proctor/Fire Coordinator will place their initials in the "RT" column next to the candidate's name.

TESTING RULES AND PROCEDURES (Proctor and Candidate)

1. Registration and supporting documentation must be submitted into the Acadis system a minimum of two weeks prior to the scheduled examination.
2. Examinations will start on time. No one will be admitted after the scheduled test time. No Exceptions.
3. Each candidate must sign in on the roster when their name is called, present a government issued photo ID, and verify the information provided on the sign in sheet in order to be allowed to take a certification examination. The Proctor must initial or check off the area indicated for verification of government issued photo ID.
4. The Proctor will have #2 lead pencils, a calculator(s), a NAERG(s) and a dictionary available for use for those participating in the testing process. **TESTING CANDIDATES SHALL NOT USE THEIR OWN CALCULATOR, NAERG OR DICTIONARY.** Provided reference materials shared at a testing event, such as a dictionary, NAERG or a calculator, must be cleared or closed when passing to another candidate. No scratch paper, etc. shall be left in the reference books. The testing Proctor will monitor the sharing of reference materials for testing integrity compliance.
5. **THE FOLLOWING ITEMS ARE NOT ALLOWED INTO THE TESTING AREA:** cell phones, watches, cameras (hand-held or miniature), hats, coats, purses, backpacks, water bottles, sun glasses, and fire ground turnout gear (coats, helmets, boots, etc.). The candidate must leave these items outside the testing environment in areas such as: your car, locker, or station house. Car keys must remain in your pockets during the testing process. Books/manuals, papers, notes, calculators, NAERG's, etc. belonging to the department or individuals who will be taking examinations are also not allowed in the testing area. **Testing materials will not be distributed to any candidate possessing any of these items.**
6. If a candidate is on-duty during the examination and must leave his/her communication device on, if it goes off or sends a signal/alarm for that candidate to respond, the candidate is to leave the room immediately and their test is over. The candidate cannot return and resume the testing process, even if the call is canceled. Once you leave the room, your test is over. His/her test will be scored based on the answer sheet handed in.
7. On-duty candidates who must leave the room to answer an emergency call will have to retest on another date.
8. Candidates will be allowed one (1) restroom break **FOR NO MORE THAN THREE (3) MINUTES.** Candidates may leave the room only one at a time after obtaining permission from the Proctor. The Proctor will inform the candidate of the official time for the restroom break and notate this time on the roster next to the corresponding candidate's name. The candidate is to place his/her testing paperwork face down on the desk/table while out of the room. Any candidate who's restroom break extends beyond 3 minutes or takes more than one restroom break, will not be allow to continue in the testing process and will have to reschedule for another date.
9. The Proctor will distribute the examination in a method suitable to him/her. The Proctor will administer the testing process/information to the candidates with the assistance of a PowerPoint presentation providing the necessary equipment is available and functioning. Following the directions of the Proctor, all candidates will complete the information section on the Answer Sheet (Bubble Sheet). Exams will be graded to the test I.D. and version provided by the individual. The Proctor will verify the Test I.D. and version on the score sheet and the exam when turned back in.
10. There is to be no talking after paperwork has been handed out except when the Proctor asks if there are any questions.
11. Once all instructions have been completed, the testing will begin and the candidates will have 3 hours to complete the test. A countdown clock will be initiated on the screen (when available) to assist the candidates on the time remaining.
12. Upon completion of the examination, a candidate shall turn in the test, answer sheet, any additional paperwork, scratch paper, pencils, calculators, dictionary and NAERD's used during the examination, and leave the examination area immediately. The proctor will initial the corresponding area on the sign in sheet indicating that the candidate's test and answer sheet were returned.