



CERTIFICATION EXAM SELF-AUDIT

DATE _____

LOCATION _____

TEST CONTROL OFFICER _____

SENIOR EVALUATOR _____

CERTIFICATION LEVEL _____

<i>Please answer the questions below that are applicable</i>	YES	NO
Test Control Officer		
Did Candidates have the proper prerequisites required to test at this level?		
Was the testing registration filled out and submitted to the Fire Protection Bureau 30 days in advance?		
Was a Certified Test Proctor arranged with the Fire Protection Bureau?		
Did candidates have access to practical evaluation sheets prior to testing?		
Were scenarios developed and approved by the TCO? (working with Senior Evaluator)		
Did the scenarios utilize the appropriate number of task sheets?		
Were a Safety Officer and Test Site Manager identified?		
Was the DOT Emergency Guidebook (2004 edition) available? (It is required for the written exam on FF1/FF2/HzMat Operations)		
Were policies/procedures covering safety explained to the test personnel?		
Were the candidates monitored in a holding area separate from the testing area?		
Was there an appropriate area made available for candidates for rest and rehabilitation?		
Were the textbooks and other materials kept out of written and practical testing areas?		
Was the pass/fail status of students kept confidential? (scores should <u>not</u> be posted on a board with candidates' names associated with them)		
Did the TCO and/or Senior Evaluator confirm scenarios with the testing stations and make sure the equipment was available?		
Did the Senior Evaluator properly evaluate evaluators once during exam?		
Were safety issues appropriately handled?		



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Test Control Officer		
Was a debriefing conducted at the end of the test?		
Did personnel appropriately adhere to the Incident Management System?		
Was arbitration properly performed on site according to policy?		
Were testing personnel sufficiently identifiable?		
Did the TCO evaluate the Senior Evaluator?		
Senior Evaluator		
Did the Senior Evaluator properly identify and confirm a sufficient number of certified evaluators for each station?		
Were the test stations adequately separated so that the testing was not observed by the candidates?		
Was the number of evaluators sufficient for the number of candidates?		
Were evaluators briefed on each station, including task steps and scenarios?		
Were evaluators briefed on retest policy? (Note: Candidates should retest on a failed station with a different evaluator.)		
Were evaluators reminded of "no coaching" policy? (i.e., do not tell the candidate how to complete the task, no comments such as good job, etc., no leading candidate through scenario)		
Did evaluators write defensible comments on the task sheet when a candidate failed?		
Did the evaluators refrain from discussing the failure(s) with the candidate?		
Were same day retests scheduled with candidates after the practical testing failures or as appropriate?		
Were safety issues appropriately handled?		
Were the scenarios properly completed by candidates—completion of entire job performance requirement? (i.e., the candidate should complete each scenario as required by the task sheets)		
Was set-up and rehearsal conducted with the evaluators prior to the candidate arriving at the test station?		
Did the evaluators behave in a professional manner?		
Were testing and evaluation issues appropriately referred to the TCO?		



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<i>Please answer the questions below that are applicable</i>	YES	NO
Written Test Proctor		
Was the receipt for controlled test materials form filled out and submitted to the Fire Protection Bureau?		
Was the DOT Emergency Guidebook (2004 edition) available? (It is required for the written exam on FF1/FF2/HzMat Operations)		
Was the written test area sufficient for the candidates?		
Were the candidates prevented from accessing textbooks and other study materials in written/practical testing areas?		
Was the written exam properly monitored?		
Were test packets received complete and unopened, kept secure and confidential, and returned properly to the Fire Protection Bureau?		
Did candidates fill out the appropriate forms in the packet?		
Did you have a sufficient number of exams and associated score sheets and other paperwork? (Note: Exam booklets are not to be copied, written on, or compromised in any way.)		
Were identifications checked?		
Was test time adhered to?		
Were instructions properly given to candidates prior to testing?		
Were cell phones and other electronics turned off during testing to reduce disturbances?		
Was the written test under the security of the Certified Proctor at all times until returned to Standards and Accreditation?		
Other:		
Please note the names of evaluators below who have not received certificates from the Fire Protection Bureau and would like to be contacted by the Fire Standards, Accreditation, and Certification Office:		
Name:	Phone: ()	
Name:	Phone: ()	
Name:	Phone: ()	
Name:	Phone: ()	
Name:	Phone: ()	