



FIRE PROTECTION BUREAU

TEST CONTROL OFFICER RATING SHEET

Evaluation Sheet: Field Exercise

Candidate: _____ **Date:** _____

Birth Date: _____ **Last 4 digits of SS#:** _____

WSP CERTIFIED TEST CONTROL OFFICER	TASK: Perform according to state policy and procedures as a Test Control Officer at a State Certification Exam				
PERFORMANCE OUTCOME: The candidate will successfully perform as a Test Control Officer at a state certification exam.					
CONDITIONS: Given a manual of policies and procedures, forms, scenarios, etc.					
No.	TASK STEPS	FIRST TEST		RETEST	
		Pass	Fail	Pass	Fail
1.	Ensure appropriate development and overall management of scenarios, scripts, skill station arrangements				
2.	Enforce test policy and procedures, perform arbitration on site, and manage overall testing process				
3.	Coordinate adequate training/test site and needed equipment				
4.	Review candidate applications to verify pre-requisites have been met				
5.	Verify with Senior Evaluator that a sufficient number of qualified third party evaluators are available				
6.	Greet and escort auditors/visitors at site, if necessary				
7.	Ensure safety and organization is appropriate to the test being conducted				
8.	Evaluate the Senior Evaluator				
RETEST APPROVED BY:			RETEST EVALUATOR:		

Comments: _____

TCO's Name (Print) **Signature** **Test Control Officer Signature**

TCO Contact Number **Date**