



**CERTIFICATION EXAM
 WRITTEN EXAMINATION INSTRUCTIONS**

1. **Introduction:** I am your exam control officer _____ (name). Today you are going to take the written Washington State certification exam for _____ (certification level). All electronic devices must be turned off and put away during the exam. You will have _____ hours to complete the exam.

Airport Firefighter	1 ½ Hours	Fire Officer 1	1 ½ Hours
Driver Operator	45 Minutes	Fire Officer 2	1 ½ Hours
Driver Operator Pumper	1 ½ Hours	Hazardous Materials Awareness	45 Minutes
Fire Fighter 1	1 ½ Hours	Hazardous Materials Operations	1 Hour
Fire Fighter 2	1 ½ Hours	Hazardous Materials Technician	1 ½ Hours
Fire Inspector	1 ½ Hours	Instructor 1	1 Hour
Fire Investigator	1 ½ Hours	Instructor 2	1 Hour
		Public Fire & Safety Educator 1	1 Hour

- (Firefighter I exam will get an announcement at approximately 30 minutes and 15 minutes before the end of the exam; the others at 15 minutes before the end of the exam.)

NOTE: For all Hazardous Materials tests, candidates may use either the 2008 or 2012 edition of the Emergency Response Guidebook and the military markings (pages 196-197) only of the IFSTA Textbook “*Hazardous Materials for First Responders, 4th Edition.*” The military markings are included in the test booklet on the last page.

2. **Forms and exams:** (Pass out forms and examinations.) **Please do not open the exam booklet until instructed to do so.** Verify you have the following items: One written exam booklet, two No. 2 pencils, scratch paper, certification application, certification test critique, and a scantron answer sheet.
3. **Certification Application Form:** Place picture ID on the corner of your desk and then begin filling out the certification application. Fill out the application exactly the way you wish the certificate to read. **(Check identification while students are filling out certification application.)**
4. **Exam Critique Form:** This form allows you the opportunity to give feedback regarding the exam or the process to the State Certification Administrator.
5. **Exam Inquiry Form:** This form is available to you if you are seriously questioning a procedure regarding the examination process or a specific question on the exam. This form is used only if you have a question that you need response to by the State Certification Administrator.
6. **Certificates and Exam Results:** To qualify for International Fire Service Accreditation Congress (IFSAC) certification, you must pass the practical examination at 100%, as it is graded on a pass/fail basis, and you must receive a score of 80% or better on the written exam. A letter is provided to you within 30 to 60 days of receipt of all test materials, rosters, and verifications of prerequisites in the State Certification Office. Each student will receive the results of the written and practical examinations by mail.



CERTIFICATION EXAM WRITTEN EXAMINATION INSTRUCTIONS

- A. Those who do not pass the practical or written exam have the following options:
- (1) If a candidate fails the written exam, they are allowed to retest on another day. Check with your Test Control Officer or instructor for the next testing date.
 - (2) If a candidate fails any practical skill station, up to three failed tasks, they are allowed to retest at the same test site using another evaluator. If they fail any task twice in the same day, the candidate will have to retest the entire practical exam on another day. It is possible that the candidate will have to retest at another site.
 - (3) You may appeal the written or practical exam within 30 days of receiving your score by writing to the State Certification Administrator. The appeal must be specific in nature. See me after exam for appropriate address.

Are there any questions about what has been said so far?

7. Please listen carefully to the following exam instructions:
- A. Cheating or talking is not permitted during the exam.
 - B. The exam packet and scantron answer sheet may not leave the table.
 - C. Only one person will be allowed to leave the room at any time.
 - D. Please fill out the scantron answer sheet as follows:
 - (1) Enter full name, exam Level (i.e., FFI, Instr I), and date.
 - (2) In the space marked 'section no.' indicate the exam booklet serial number, which is located in the upper right corner of the booklet cover.
 - (3) Fill in your date of birth and last four digits of your social security number. Blacken in the corresponding numbers to the left of the Social Security number. There is one extra box—leave it blank. If you do not wish to use your Social Security number, you may use your driver's license or department ID number.
 - (4) If there are any True/False questions, blacken the **(A) for True** and **(B) for False**.
 - E. Please do not write in the exam booklet. If you notice at any time that you have a test that has any markings in it, please notify the proctor so that another test booklet can be given to you.
8. If you need any assistance during the exam, please raise your hand and someone will help you. If you have a concern with any question on the exam, I am able to read the question for you, but I cannot interpret or define the questions or terms used on the exam. **Remember: Do the best you can.**
9. When you finish the exam please bring all your exam materials, including scratch paper and the pencils, to me. Please leave the room quietly so you do not disturb the rest of the students.
10. Turn to page 2 of the exam booklet and read the instructions. When you are finished, stop—do not turn the page until you are told to do so.
11. Are there any questions before we begin?
12. Start the exam. Good Luck!