

# Certification Tester Evaluation



## Utah Fire and Rescue Academy

Evaluation of: \_\_\_\_\_ Evaluated by: \_\_\_\_\_  
Tester Name Evaluator 's Name

Test Level: \_\_\_\_\_ Test Site: \_\_\_\_\_

Date of exam: \_\_\_\_\_

Use this form to evaluate testing methods, knowledge, and skills in the following areas. You will rate on a "Pass / Fail" basis. Please circle

### **FOR WRITTEN TESTS:**

1. Was the Tester dressed in appropriate clothing for the type of test being conducted, which will include the approved tester shirt?  
No shorts, sandals or open toes shoes allowed. Pass / Fail  
\_\_\_\_\_  
\_\_\_\_\_
2. Did the Tester arrive 30 minutes early to set up testing area? Pass / Fail  
\_\_\_\_\_  
\_\_\_\_\_
3. Was the Tester prepared with books, forms, scantrons, test booklets and Pencil's, etc, to successfully proctor the written exam? Pass / Fail  
\_\_\_\_\_  
\_\_\_\_\_
4. Were the Proctor Instructions for Written exam used?
  - a. Did the Tester make sure that all candidates signed the attendance roster Pass / Fail
  - b. Did the Tester hand out all testing materials needed Pass / Fail
  - c. Did the Tester make sure books, purses, papers were placed on the floor Pass / Fail
  - d. Did the Tester announce that all cell phones, pagers and radios must be turned off during the examination process. Pass / Fail
  - e. Did the Tester explain the importance that all information and answers placed on the scantrons be within the circles and dark Pass / Fail
  - f. Did the Tester explain the process of how to challenge a question (when, where, how) Pass / Fail
  - g. Did the Tester make sure all areas on the scantron were completed and accurate (ID number, Last, Middle and First Name, Date of exam, Special Codes and Additional Data.) Pass / Fail
  - h. Did the Tester announce the time of when the exam begins and ends Pass / Fail

**4. questions #4 - continued**

i. Did the Tester announce the time allotted per exam and what must be returned when applicant completes the exam (test booklet, answer sheet, scratch paper, books) Pass / Fail

j. Did the Tester explain the appeals process? Pass / Fail

h. Did the Tester explain to the candidates who need to use the restroom they must go one at a time. Announce they should open and close classroom doors quietly for other candidates testing. No talking about the examination is allowed during restroom breaks. Pass / Fail

**5. Did the Tester follow all UFSCC Policy and Procedures?** Pass / Fail

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Other Comments: \_\_\_\_\_

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Evaluators Signature: \_\_\_\_\_ Date: \_\_\_\_\_