



Senior Evaluator Rating Sheet

Last Name	First Name	MI	E-Mail
Exam Level (one per form)	Location		Date

Enter "X" under appropriate rating number for each element. Definition for each rating number is as follows:

- 0 – Deficient. Does not meet minimum requirements. *Deficiencies must be identified in Comments.*
- 1 – Needs improvement. Meets some or most of the requirements. *Identify improvement needed in Comments.*
- 2 – Satisfactory. Meets all requirements.
- 3 – Superior. Consistently exceeds the requirements.

Rate the below performance objectives	0	1	2	3
Enforce test policies and procedures.				
Manage the overall evaluation process, including set-up and rehearsal.				
Properly identify and confirm a sufficient number of evaluators for each station.				
Brief evaluators on each testing station, including task steps and scenarios.				
Demonstrate clear expectations to evaluators regarding responsibilities (i.e., no coaching, retest process, safety failures, etc.).				
Ensure evaluations are properly completed and retests are performed by another evaluator.				
Explain options to candidates relating to retests, onsite arbitrations, and appeal process.				
Complete an Evaluator Rating Sheet on each Evaluator.				
Properly refer arbitrations during testing to Test Control Officer (if applicable).				
Ensure evaluators and candidates maintain safety during evaluations.				
Neat, well groomed and professional appearance. Don personal protective equipment when appropriate.				

Comments:

Test Control Officer Name (print)	Signature	Date
Senior Evaluator Name (print)	Signature	Date