



Test Control Officer 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 written exam if applicable.				
Demonstrate clear expectations to the senior evaluator and evaluators regarding responsibilities, i.e., no coaching, retest process, safety failures, etc.				
Ensure same day retests scheduled with candidates after the practical testing failure as appropriate.				
Properly arbitrate issues that arise.				
Knowledgeable on subject arbitrating.				
Complete a Senior Evaluator Rating Sheet for the Senior Evaluator.				
Ensure all test administration personnel and candidates maintain safety during evaluations.				
Neat, well groomed and professional appearance. Don personal protective equipment when appropriate.				

Enter "X" under appropriate column for each element. If an element is marked "No," an explanation must be given in Comments.

Written Exam	Yes	No	N/A
Ensure all candidates meet prerequisites for level.			
Test Proctor arranged with the Fire Protection Bureau.			
Exam area sufficient for candidates.			
Exam properly monitored.			
Ensure candidate forms completed correctly.			
Verify all candidate identification.			
Test instructions given to candidates prior to start of exam.			
Appropriate test time adhered to.			
No electronic devices of any kind allowed during the written exam – including test administration personnel.			



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Practical Exam	Yes	No	N/A
Scenarios utilize the appropriate number of Evaluation Sheets.			
Current Evaluation Sheets utilized.			
Scenarios kept confidential.			
Confirm equipment availability for stations/scenarios.			
Safety Officer and Test Site Manager identified.			
Safety briefing, including relevant policies and procedures, given to test administration personnel.			
No electronic devices of any kind allowed in the staging area for candidates.			
Candidates monitored in a staging area separate from the testing area.			
Test stations adequately separated so that testing is not observed by candidates.			
Appropriate rest and rehabilitation area available for candidates.			
Textbooks and other materials are kept out of written and practical testing areas.			
Pass/fail status of students kept confidential.			
Conduct debriefing at end of test.			
Ensure personnel adhere to the Incident Command System.			
Test administration personnel are clearly identifiable.			
Rating Sheet completed for Senior Evaluator.			

Comments:

_____	_____	_____
Test Control Officer/Auditor Name (print)	Signature	Date
_____	_____	_____
Test Control Officer Name (print)	Signature	Date