




# ALABAMA FIRE COLLEGE & PERSONNEL STANDARDS COMMISSION

## Policies and Procedures

<b>Number:</b> 705.01 <b>No. Pages:</b> 2	<b>Division:</b> Certification/Testing <b>Revision:</b> 02/2014
<b>Subject:</b> Written Exam Proctor Selection Criteria	<b>App:</b> 

### Policy

The written portion of all certification examinations is administered only by Alabama Fire College Approved Proctors. A current approved AFC proctor/evaluator will be utilized. (a current listing can be obtained by emailing [testing@alabamafirecollege.org](mailto:testing@alabamafirecollege.org))

A Proctor training program has been established in order to maintain consistency and integrity in the evaluation of accredited programs, in accordance with NFPA standards and accreditation guidelines.

### Written Exam Proctor Criteria

- Proctors/evaluators must not be part of the instructional team for the course that is being administered.
- Proctors (Fire Service Personnel) may not be utilized to administer written examinations for certifications that they do not hold (required to submit proof of certification, if not issued by the AFC).
- To eliminate conflict of interest issues, proctors/evaluators should not be (when possible, approval may require further documentation):
  - In the Individual's chain of command
  - Relatives
  - Friends
  - Neighbors
  - Classmates
- Proctors/evaluators at a DoD facility must not be:
  - The facility fire chief
  - Instructor
  - In the individual's chain of command

### Procedure

Requirements to become a Written Exam Proctor:

1. Proctors must complete the Proctor Training requirement available on the AFC website. See Policy # 705.34.
2. Proctors must complete and submit to the AFC the Proctor application.
3. All Proctors must be approved by the AFC Certification/Testing Division prior to administering any exam. Approval shall be considered complete when all

---

training has been documented and the Certification Unit Leader or designee has initialed the Proctor Application form and it is placed on file with the Testing Division.

4. Application to serve as a Proctor must resubmitted annually to maintain current status.

IFSAC – TP/E 1A; 1B; 1C

---