# EXAM ADMINISTRATION CHECKLIST

**Safety & security are top priorities!**

- Ensure that no cell phones/electronic communication devices are brought into the exam room by examinees
- Verify documents provided in the exam package against Test Packing Slip upon receipt
- Confirm candidate’s testing eligibility (note student show/no shows, etc.)
- Verify student identity by positive photo ID; Student Sign In using Sign-In Roster
- Maintain student confidentiality (ID on Scantron, passwords, etc.)
- Administer Course Survey (paper-based or web-based form, if applicable)
- Ensure that there is adequate space between test takers and that the environment is conducive to testing (adequate lighting and ventilation, distraction free)
- Instruct students to initial and update Student Info Sheet (name, address, EMAIL, initial form, etc)
- Read exam instructions
- Distribute exams (all must be accounted for after exam); Scratch Paper if needed
- Administer exam; read Exam Proctor Instruction Sheet provided
- Notify students of specific exam time limits (one minute per question/see Certification Criteria Sheet and Requirements sheet)
- Monitor for cheating of any type. Suspected candidates must be dismissed. See Instructions for more information regarding reporting instances of cheating.
- Actively monitor candidates during the entire duration of exam by periodically walking the room.
- Remind students of timeframe of test results notification and certification (extra processing time is required for grading of projects); Direct students to email CERTIFICATION@ALABAMAFIRECOLLEGE.ORG, if test results are not received (results emailed approx. 7-10 business days from date of exam)
- Monitor for cheating/Supervise entire duration of exam
- Collect FEMA forms (if applicable) (Inst I, INST II, FOI, FOII, AO:A, AO:P, INSPI, INSPII, PFLSE I)
- Collect appropriate skills paperwork, projects, etc. from Instructor/Course Coordinator. (see page 2). (Check for student & evaluator signatures, end of subject grades (minimum 70%), etc.), legibility; clear up issues with Inst/Course Coordinator
- Collect ALL exam paperwork, Student Help Sheets, etc.

## Proctor Notes

### Student Test Item Questions

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<tr>
<th>Test Item #</th>
<th>Explanation of issue with Test Item</th>
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I hereby attest that all Alabama Fire College policies were upheld in the administering of this written exam.

**Proctor Signature**

Date

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Should you have questions regarding this form, please contact: Alabama Fire College – Certification Unit – 205.391.3745 or 205.343.7402 or by email at certification@alabamafirecollege.org. Hours of operation are M-F, 8-5 CST

Revised 07/26/17