



# ALABAMA FIRE COLLEGE

## Computer-Based Exam Administration Report

|                               |  |                              |  |
|-------------------------------|--|------------------------------|--|
| <b>Proctor Name (print)</b>   |  | <b>Test Date</b>             |  |
| <b>Certification Level(s)</b> |  | <b>Course/ Test Location</b> |  |
| <b>START Time</b>             |  | <b>END Time (list all)</b>   |  |

### EXAM ADMINISTRATION CHECKLIST

|   | <b>Safety and security are top priorities!</b>   | ✓ | Notes<br>(Discrepancies, etc.) |
|---|--|---|--------------------------------|
| Proctor Responsibilities                              | <b>ENSURE THAT NO CELL PHONES/ELECTRONIC COMMUNICATION DEVICES ARE BROUGHT INTO THE EXAM ROOM BY EXAMINEES</b>   |   |                                |
|   | Verify documents provided in the exam package; Maintain strict control of all exam materials   |   |                                |
|   | 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;  |   |                                |
|   | Provide each student with their Student Help Sheet; maintain student confidentiality (Student ID, 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)   |   |                                |
|   | Read exam instructions   |   |                                |
|   | Monitor candidate login, walk room to assist until all candidates are successfully logged into the survey and the exam. <b>VERIFY THAT EACH STUDENT HAS LOGGED INTO THE EXAM; monitor that ONLY the exam is open at any time.</b>  |   |                                |
|   | 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.   |   |                                |
|   | Instruct students to initial and update Student Info Sheet (name, address, EMAIL, initial form, etc) to be completed after the exam  |   |                                |
|   | Remind students of timeframe of test results notification and certification (extra processing time is required for grading of projects); Direct students to email <a href="mailto:CERTIFICATION@ALABAMAFIRECOLLEGE.ORG">CERTIFICATION@ALABAMAFIRECOLLEGE.ORG</a> , if test results are not received (results emailed approx. 7-10 business days from date of exam) or have further questions |   |                                |
|   | <b>VERIFY THAT EACH STUDENT HAS FINISHED &amp; EXITED THE LXR PROGRAM</b>  |   |                                |
|   | Collect appropriate skills paperwork, projects, etc. from Instructor/Course Coordinator. (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

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### Student Test Item Questions

| Test Item # | Explanation of issue with Test Item |
|-------------|-------------------------------------|
|             |                                     |
|             |                                     |

I hereby attest that all Alabama Fire College policies were upheld in the administering of this cognitive exam.

|                   |  |      |  |
|-------------------|--|------|--|
| Proctor Signature |  | Date |  |
|-------------------|--|------|--|

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](mailto:certification@alabamafirecollege.org). Hours of operation are M-F, 8-5 CST