ALABAMA FIRE COLLEGE &
PERSONNEL STANDARDS & EDUCATION COMMISSION

PROCTOR INSTRUCTION SHEET
COMPUTER-BASED EXAMS

(Revised 07/26/17)

■ Proctor Responsibilities

- Safety and security are top priorities
- Familiarize yourself with the policies and procedures in the Certification Manual
- Introduce yourself and your role to the instructor and the candidates
- Ensure that no cell phones/electronic communication devices are brought into the exam room by examinees
- Verify documents provided in the exam package.
- Confirm with the instructor each candidate's testing eligibility
  - Make any necessary notes/adjustments on the Test Administration Report form of any discrepancies
  - Please indicate show/no show for attendance
  - Inform the Certification Unit of any discrepancies, so adjustments can be made prior to the exam administration
- Maintain strict control of all exam ID numbers, Individual ID numbers and passwords included in the Test Package
  - These items should only be accessible to approved Certification Staff only
  - Candidates should only have access once Test Registration has been completed
  - Verify candidate identity with positive photo ID; Candidates should sign in using Sign-In Roster
  - The printing, copying (to include taking pictures) or reproduction/distribution of exam questions in any form is prohibited
- Administer course survey (paper-based or computer-based form) prior to exam administration (instructor(s) not present)
- Ensure that there is adequate space between test takers and that the environment is conducive to testing (adequate lighting and ventilation, distraction free)
- After reading the test instructions, monitor candidate login; walk room to assist until all candidates are successfully logged into the survey & exam
- Monitor for cheating of any type. If a candidate is suspected of cheating, take up the examination materials and dismiss. Document on the Test Administration

Report form and report the incident to your supervisor and the Certification Unit at the Alabama Fire College as soon as possible. A decision will be made and communicated to all involved regarding if the candidate can continue in the certification process from the Executive Staff at the AFC.

- Actively monitor candidates during the entire duration of exam by periodically walking the room
- Monitor that **ONLY** the Exam is open at any point during the time period (no other web browsers are open)
- 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)
- Instruct students to initial and update Student Info Sheet (name, address, EMAIL, initial form, etc.) to be completed after the exam
- Complete Test Administration Report
- Return to the Alabama Fire College – Certification Unit, all testing paperwork, examination materials, etc.

■ Verify Documents provided in Package

- Test Packing Slip (indicates Test Date; Time; Proctor; Test ID; etc.)
- Test Administration Report (to be completed for each test administration; denotes test details & any exam question discrepancies voiced by candidates)
- Test Roster (indicates eligibility: audits, note show/no-shows, ADA)
- Student Information Data Sheet (candidate must initial that information is accurate and permission is given for release of test score via email)
- Course Surveys (only use forms provided or computer based form)
- Certification Course Requirements – Test Breakdown Information Sheet (current version)
- Student Help Sheet – Exam Login/Password; program instruction sheet; can be used for Scratch Paper

■ Prior to Administering the Exam (completion order of steps determined by Proctor)

- Verify computer lab is set up and computers are in working order (disable any updates that are trying to install/run).
- Verify the functionality of the survey/exam link webpage: **testing.alabamafirecollege.org**

- Verify the link to the course survey **and** the link to the exam are both visible on the webpage.
- Notify students of our email address: **CERTIFICATION@ALABAMAFIRECOLLEGE.ORG**
- Set up paperwork for Test Registration (Test Sign-In roster, pen, Student Help Sheets (Password/Login)
- Verify eligibility of candidates to sit for the exam by using the Test Roster to confirm with the instructor that all candidates completed the required coursework (mark show or no show) Report any discrepancies to the Certification Unit immediately.
- Collect completed final roster and all course materials the instructor has that need to be returned in the test package - Progress Records, Skill Sheets, Evaluation Performance Grade Sheets (PEG sheet), Project work (if applicable), etc.
- Administer the Course Survey

■ At the Completion of the Exam

- Complete and sign the Exam Administration Report and Test Roster form (Show/No Show), making all applicable notes
- Account for **ALL** Student Help Sheets distributed
- Return all testing and other applicable materials to the Alabama Fire College – Certification Unit immediately after testing has ended.
    - Student Help Sheets (Exam Login/Password)
    - Completed Course Surveys forms (if utilized)
    - Completed Test Administration Report
    - Test Packing Slip, Testing Roster, and Student Information Sheet
    - Skills paperwork (Progress records, Grade Sheets, Skills Sheets, etc. if applicable)

■ Exam Instructions for the Computer-Based Exam [Read to Candidates]

(except shaded text)

1. Your certification exam and Course Survey will be administered through our Computer-Based Testing program.

    a. You will need to have your photo ID ready

    b. You will be required to sign in.

2. You will be provided with Student Help Sheet that contains your Login ID and Password for this test administration. This information is confidential for each candidate.

a. The Student Help Sheet will assist you in navigating the exam.

b. This sheet can be used as scratch paper. You must return the sheet to the proctor as you exit the test room.

3. You **MUST** take the Course Survey **first**. Please honestly and accurately comment on your experience with the Alabama Fire College.

a. Lead Instructor comments should be listed in *Section One*

b. If multiple instructors were involved, all other instructors should be listed together in *Section Two*. Please make your comments for instructors specific by name.

4. Cell phones, electronic communication devices, cameras, etc. are **NOT** allowed in test room by examinees. Your testing area must be clear of all items including books, notes, coats, food, and drink items.

5. Certification exams have time limits. You have one minute per question to complete the exam.

[Proctor: For example, for 25 test items you have 25 minutes. The computer-based exam has a visible timer and does not start until you log in to the program. Five additional minutes have been added for reading the informational pages at the beginning of the exam.

Check Certification Course Requirements sheet for number of questions and time limits.

Test breakdown information is also provided for skill information, projects & final test score breakdown.]

6. Your exam contains _____ questions.

7. You must correctly answer 70 percent of test items to pass a certification exam.

8. Read each test item carefully, and select the best answer by using your computer mouse or keyboard.

9. Do not talk during the exam. If you have a question, raise your hand.

10. We have zero tolerance for cheating. Any individual suspected of cheating will be asked to leave the exam room and not allowed to complete the exam. Please read the Honor Statement, which is page 2 of your instructions.

11. If you have a concern about an exam question, raise your hand and the proctor will come to you and note your question or concern about the item and forward the note to the Alabama Fire College for review. The Proctor cannot provide any interpretation or clarification of test items, etc.

12. Exam items are multiple choice or matching.

13. At completion of your exam, click cover, then exit, until you have fully exited the exam.

14. As you exit the exam room, you will review & initial the Student Data Information Sheet for accuracy of your individual information as well as permission to release your test score via email:

a. **Name** – verify name as to appear on your certification certificate

b. **Address –** current residence

c. **Email Address** – email verification is **HIGHLY IMPORTANT**! Your test score **AND** certification certificate(s) will be emailed to this address.

d. **Initial the form –** by initialing, the candidate is providing authorization for score and certification release to those email addresses provided.

e. **Please write legibly**

15. Exam scores:

a. will be emailed within 7-10 business days to the email address provided on the Student Information Data Sheet.

b. Grades will **NOT** be released over the telephone.

c. Release of scores for courses that are project based may take up to 10-14 business days.

d. Do Not call the Alabama Fire College for grades

16. A certification certificate (with the national seals if applicable) will be issued for those candidates that have successfully completed the written exam, the skills exam and provided all prerequisite documentation within approximately 30 days.

17. Do you have any questions? For any further questions or if you do not receive your grade or certificate, please email the AFC Certification Unit (see email address on the board)

18. If you need to use the restroom, do so now. You may take no breaks during testing. If you leave the room during the exam, your testing time is over. You must turn in all testing materials before leaving the room.