

Host Department: \_\_\_\_\_  
 Certification Level: \_\_\_\_\_  
 Test Date: \_\_\_\_\_

# Alabama Fire College

## Test Shipment *Receipt/Return Checklist*

Contents Checklist	Items	Items to Return
	See 2 <sup>nd</sup> page of Checklist for further information regarding each item	
▶	Test Packing Slip	▶
▶	Test Administration Report (Written or Computer-Based Exam)	▶
▶	Testing Roster	▶
▶	Test Sign-In Sheet ( <i>need Positive Photo ID</i> )	▶
▶	Student Information Data Sheet	▶
▶	Test Booklets ( <i>Keep Secured at all times</i> )	▶
▶	Course Critiques/Surveys ( <i>Do Not Bend</i> )	▶
▶	Scantron Answer Forms ( <i>Do Not Bend</i> )	▶
▶	Scratch Paper ( <i>must be returned after exam</i> )	▶
▶	Return UPS Label	▶
▶	Completed Forms Folder ( <i>Do Not Bend Scantron forms</i> )	▶
	<b>SKILLS TESTING</b>	
▶	JPR Report Form ( <i>for Skills-Based Courses</i> )	▶
▶	Skills Course Roster	▶
▶	Orientation Sign-In ( <i>Student must receive Skills Orientation/Pre-Test Briefing (see Evaluator Training on AFC webpage)</i> )	
▶	Evaluator Agreement Form	▶
▶	Practical Skills & Examination Station Results Summary	▶
▶	Individual Skill Sheets	▶
	<b>Progress Records</b> ( <i>for Fire Fighter I/II &amp; Volunteer FF</i> ) ( <i>should be uploaded to AFC Online – let Certification Unit know status per Block</i> ) ( <i>all scores should be 70% or above to sit for Certification Exam</i> )	▶
	<b>Performance Evaluation Grade Sheets/Instructional JPR Verification Sheets</b> ( <i>received from Instructor</i> )	▶
	<b>Mandatory Skills</b> ( <i>for Fire Fighter I/II &amp; Volunteer FF</i> ) ( <i>if not uploaded to AFC Online-please notify Certification Unit</i> )	
	<b>The forms listed below should be returned to the AFC – Registration Office (ONLY) in the separate envelope provided:</b>	
	• NFA 75-5A Forms	▶
	• Final Roster	▶
	• Registration Forms	▶
	See AFC webpage, Training Tab, for most current CERTIFICATION COURSE CRITERIA chart	

**Test Packing Slip (Written or Computer-Based Exam)**

Upon receipt, verify contents of test package (total number of tests shipped, the correct test/version, etc.)

**Testing Roster**

Lists students registered for course; Students Marked as AUDIT, should not be issued an exam (or tested at discretion of Proctor); ADA accommodations approved are noted by \*\*; Mark Show/No Show ; Proctor has added responsibility of verifying with Instructor that each student that is on Roster has met the course requirements to take the written exam (passed all skills, completed projects, met attendance requirements, etc.); ▪ Proctors are to verify picture ID's for students listed on roster

**Test Administration Report (Written or Computer-Based Exam)**

Provides Checklist of Proctor Responsibilities/Duties; Must be completed/signed by Proctor

**Student Information Sheet**

Student should verify & update all personal information & initial form to allow for release of test score

**Certification Criteria**

Detailed Certification information per course; available via AFC Webpage/Training Tab

**Test Booklets**

Proctor should verify upon receipt the name and number of test(s); Extra tests are always sent. Students are not allowed to write in booklets; Completed Answer Sheets should be placed in the Completed Paperwork folder taking care to not bend.

**Course Critique/Survey Forms**

Form is to be completed prior to exam and returned with test materials. DO NOT BEND. Return in Envelope provided.

**Scratch Paper**

Scratch paper can be used by students if needed, but must be turned in with testing materials.

**JPR Report Form (for courses Requiring Skills Testing)**

Complete the Proctor (Skills) information & ALL evaluators used during testing

**Skills Course Roster**

Lists students eligible to take the JPR Skills Testing; Lists the group & candidate ID's & assignments (confidential); Groups assignments are meant to be a tool to assist

**Orientation Sign-In**

Students must sign in for Skills Testing to be admitted to the test site; provide photo ID; verification that the student attended the Skills Orientation; also utilized during Computer-Based Testing for admittance into the Testing Room

**Evaluator Agreement Form**

To be signed by evaluator

**Practical Skills & Examination Station Results Summary**

Proctor must sign that all Testing policies followed; must completed with Pass/Fail per skill/per individual

**Progress Records/Skills Sheets**

Progress Records/Skills sheets should be reviewed by Proctor to check for appropriate completion and signatures prior to returning to Certification Unit. Minimum required score to sit for the certification exam per end of subject exam is 70%. Proctor should make attempts to rectify discrepancies prior to testing if possible. Progress Records for Fire Fighter I/II & Volunteer FF should be uploaded to AFC Online – let Certification Unit know status per Block.

Revised 02/21/19