



# ALABAMA FIRE COLLEGE

## Paper-Based Exam Administration Report

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

### EXAM ADMINISTRATION CHECKLIST

	<b>Safety &amp; security are top priorities!</b>	✓	Notes (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 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 <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)		
	Monitor for cheating/ <b>Supervise entire duration of exam</b>		
	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

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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 written exam.

<b>Proctor Signature</b>	<b>Date</b>
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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](mailto:certification@alabamafirecollege.org). Hours of operation are M-F, 8-5 CST