



ALABAMA FIRE COLLEGE

JPR/SKILLS Test Administration Report

Proctor (Skills) Name print)		Test Date		
Certification Level(s)		Course/Test Location		
START Time		END Time (list all)		
JPR/SKILLS TEST ADMINISTRATION CHECKLIST (Responsibilities can be performed in differing order than below)				
Proctor Responsibilities		Safety and security are the top priorities! Proctor must:	✓	Notes
	1.	Verify Pre-Test Set-Up: to include assigning a Safety Officer; Equipment required for the test is in safe & working condition; Staging Set-Up		
	2.	Verify contents of package against JPR Report Form upon receipt (Skills Course Roster, Orientation Sign-In, Practical Skills & Exam Station Results Summary, Individual Skills Sheets, Evaluator Agreement Form)		
	3.	Verify candidate's eligibility to test using AFC Testing Roster & verifying with Course Coordinator/ Instructor that ALL training (hourly & skill) requirements have been completed		
	4.	Verify individual candidate identity by photo ID		
	5.	Administer Student Orientation for Skills Training (webpage) (use Student Orientation Sign-In) if not already completed.		
	6.	Provide candidates with Pre-Test Skills Briefing (page 2 of this form) (information on: staging areas, layout of stations, room assignments for tested & non-tested students; safety messages; proper PPE required for skill). Students should not be made aware of skills drawn until at skill station		
	7.	Administer Evaluator Orientation for Skills Training (webpage) to qualified Evaluators (Evaluator must sign Agreement Form) (Qualifications: certified to level evaluating & has not taught subject testing) (One evaluator per Candidate)		
	8.	NO CELL PHONES ALLOWED during testing by examinees (pre & post skills test)		
	9.	Verify that the Skill sheets are complete with the Evaluator and Student signatures and pass/fail (steps checked and overall pass/fail marked; any comments also noted)		
	10.	Maintain student confidentiality (ID on Skills Sheets, results, etc.)		
	11.	Monitor need for Retesting; if required, 2 nd attempt must be completed by a different evaluator		
	12.	Monitor for cheating/ Supervise entire duration of skills exam; Tested candidates must be separated from non-tested candidates		
	13.	Complaints/Appeals must be directed to the Proctor		
	14.	Note student show/no shows, additions, corrections on Testing Roster/JPR Summary Sheet		
	15.	Remind students of timeframe of test results notification and certification		
	16.	Complete the Practical Skills & Exam Station Results Summary		
17.	Verify by Certification Criteria Chart (webpage) for Final Documentation required			
Proctor Notes				
I hereby attest that all Alabama Fire College policies were upheld in the administering of this skills exam.				
Proctor Signature		Date		
Should you have questions regarding this form, please contact: Alabama Fire College – Certification Unit – 205.391.3745 or by email at certification@alabamafirecollege.org . Hours of operation are M-F, 8-5 CST				

Skills Proctor - The individual that is responsible for the certification written and skills examination administration. This individual is responsible for training of the Skills Evaluators as well as Candidates.

Evaluator - The individual who is responsible for observing practical examination candidates and for completing skills evaluation using established criteria.

SKILLS PRE-TEST BRIEFING

Proctor must read the following to the students prior to beginning of skills testing

- Candidates will be tested utilizing the current skills sheet packages which were provided at the beginning of the course. These are also available on our webpage and in AFC Online.
- Candidates will be directed when training has ended, and testing is beginning.
- Candidates will be tested individually on a skill, tested individually within a team, or both, depending on the skills that were randomly drawn for skills testing. This will be explained by the evaluator at each station.
- Candidate(s) are to communicate during any team skill as normally would occur to complete the JPR. Candidates are to complete their portion of the team skill.
- Candidates are not allowed to correct or assist others with a portion of the team skill that is not assigned to them.
- During skills testing appropriate PPE will be worn at all times by candidates and evaluators; skills testing will be stopped if an unsafe situation occurs. Candidates should notify the evaluator at any time of any safety concerns. Candidates will not be penalized for safety related questions.
- The same safety concerns will be followed in testing just as in training.
- Candidates will be assigned a number and a group.
- Candidates will be given an initial attempt at each skill. The evaluators will not indicate if passed or failed. Candidates should return to completed staging area after completion of skill station.
- If a candidate fails the initial attempt at any skill, a retest will be administered after all candidates have completed initial testing. Retesting will be conducted by a different evaluator than the initial attempt. Remediation can occur between attempts.
- Failure on the second attempt will require the candidate to retest at a different testing site after a 30-day waiting period.
- Candidates will now be assigned numbers and escorted to the pre-testing staging area. Once each candidate has completed skills testing, they will remain in a post-testing staging area. Any communication with candidates that have not tested will be considered cheating.
- Candidates with an appeal about the examination process should contact the Certification Office in writing listing the reason for the appeal.

Proctor: Orient the candidates to the Testing area layout prior to skills testing. (explain to the candidates where the pre-test staging area is, location of each skill station, how they will be escorted to the skill stations, and where the post-test staging area is.)