DEPARTMENT OF PUBLIC SAFETY ALASKA FIRE STANDARDS COUNCIL

Evaluator/Assistant Code of Ethics

Evaluator Criteria

Evaluators for all certification levels must be approved by the Alaska Fire Standards Council (AFSC), or Certifying Officer, prior to service as a Evaluator. To serve as a Evaluator for a certification examination, individuals must meet the following criteria:

a. Serves as an active member of an approved agency; however, cannot have served as a lead instructor for the test candidate on the skill being evaluated.
b. Be certified by the AFSC at the level he or she is evaluating. *For example, in order to evaluate Fire Fighter II, Evaluator certification must be at the Fire Fighter II level.*

(***CO may opt to waive this requirement with initial***) ➡ _____
CO initial

c. Has attended a Evaluator training class or completed equivalent training module.
d. Agrees to abide by all the policies and procedures stipulated by the Certifying Officer.
e. Reviews and signs the Evaluator/Assistant Code of Ethics Compliance for each exam.

Assistant Criteria

Assistants are chosen through a mutual agreement between the Training Officer or Lead Instructor and the Certifying Officer. Assistants are predominately used to assist with practical skills testing stations.

To serve as an Assistant for a certification examination, individuals must meet the following criteria:

a. Serves as an active member of an approved agency; however, cannot have served as a lead instructor for the test candidate on the skill being evaluated.
b. Be certified by the AFSC at any level

(**CO may opt to waive this requirement with initial**) ➡ _____
CO initial

c. Has attended a Evaluator training class or completed equivalent training module.
d. Agrees to abide by all the policies and procedures stipulated by the Certifying Officer.
e. Reviews and signs a Evaluator/Assistant Code of Ethics Compliance Agreement for each exam.

Evaluator/Assistant Code of Ethics

1. As a Evaluator/Assistant for the Alaska Fire Standards Council (AFSC), I recognize that a consistent, quality test is my primary obligation to test candidates and the organizations they serve.
2. It is my job to provide the candidates with an objective and fair evaluation that is consistent with the applicable skill station requirements.
3. I will not make comments, display personal prejudice, or tell jokes that others may consider offensive.
4. I will be professional regarding interaction with candidates, and I will limit contact within the testing environment to avoid a conflict of my duties as a Evaluator/Assistant.
5. If I have comments or concerns about other Evaluator, Assistants, candidates, or test site staff members, I will express them to the Certifying Officer, and not to other individuals or candidates.
6. I will adhere to safety rules at all times. This includes the safety of test site coordinators, fire officers, instructors, Evaluators, Assistants, and candidates.
7. If I am unable to perform duties as a Evaluator/Assistant, I will notify the Certifying Officer immediately.
8. When serving as a Evaluator/Assistant for certification tests, I agree to abide by the policies and procedures stipulated by the Certifying Officer and AFSC policy and procedures.
9. I further agree not to divulge or release **any** practical testing information to anyone other than as instructed by the Certifying Officer for specific skill station assignment.
10. I understand that any intentional deviation from the AFSC test policy and procedures that results in a compromised practical exam could violate my Evaluator/Assistant Code of Ethics Compliance. *In certain cases, the Fire Training Administrator may initiate disciplinary action for Evaluator/Assistant deviation that was not authorized by the test site Certifying Officer.*

DEPARTMENT OF PUBLIC SAFETY ALASKA FIRE STANDARDS COUNCIL

Evaluator/Assistant Compliance Agreement

The Alaska Fire Standards Council and IFSAC accreditation testing and evaluation policies require that individuals acting in the role of a Skills Evaluator or Assistant read the **Evaluator or Assistant Criteria** and **Evaluator/Assistant Code of Ethics** and sign the following **Compliance Agreement**. This agreement applies to anyone that was involved in the training process for candidates that are being evaluated. Each Evaluator or Assistant must have a signed agreement on file with the Alaska Fire Standards Council, and this form must be completed and approved for each test by the Certifying Officer before individuals can serve as a Evaluator or Assistant.

Evaluator ☐ or Assistant ☐

I acknowledge that I have completed the mandatory Evaluator training program and will comply with the testing procedures set forth by the Fire Standards Council. I have read the **Evaluator/Assistant Criteria** and the supplemental **Evaluator/Assistant Code of Ethics**, and I agree to abide by the instruction and direction received from the designated Certifying Officer.

Evaluator/Assistant Printed Name	Evaluator/Assistant Signature	Date
Level of Test being Evaluated	Level of Evaluator/Assistant Certification (at or above level of test)	

Evaluator ☐ or Assistant ☐

I acknowledge that I have completed the mandatory Evaluator training program and will comply with the testing procedures set forth by the Fire Standards Council. I have read the **Evaluator/Assistant Criteria** and the supplemental **Evaluator/Assistant Code of Ethics**, and I agree to abide by the instruction and direction received from the designated Certifying Officer.

Evaluator/Assistant Printed Name	Evaluator/Assistant Signature	Date
Level of Test being Evaluated	Level of Evaluator/Assistant Certification (at or above level of test)	

Evaluator ☐ or Assistant ☐

I acknowledge that I have completed the mandatory Evaluator training program and will comply with the testing procedures set forth by the Fire Standards Council. I have read the **Evaluator/Assistant Criteria** and the supplemental **Evaluator/Assistant Code of Ethics**, and I agree to abide by the instruction and direction received from the designated Certifying Officer.

Evaluator/Assistant Printed Name	Evaluator/Assistant Signature	Date
Level of Test being Evaluated	Level of Evaluator/Assistant Certification (at or above level of test)	

Certifying Officer Verification

As the Certifying Officer assigned to this test site, I verify that the above individuals have been provided with basic Evaluator/Assistant training for this certification test site as required by the Alaska Fire Standards Council.

Test Site Location	Practical Exam Date	Evaluator/Assistant Total
Certifying Officer Printed Name	Certifying Officer Signature	Date