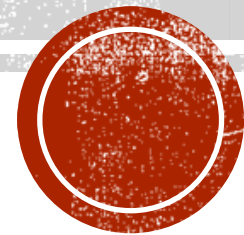





**PRACTICAL SKILLS**

**EXAMINATION**



Candidate, Evaluator & Assistant Instructions



# SAFETY DISCUSSION

# ALASKA FIRE STANDARDS COUNCIL

- The testing agency is responsible for the safety of everyone.
- All test participants must maintain personal safety awareness and follow appropriate safety measures within each skill station.
- In case of an emergency or critical safety concern, default to the nearest officer in charge or Safety Officer
- Any individual with facial hair that could interfere with the operation of the SCBA facepiece CANNOT test for certification



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# **SAFETY OFFICER**

- A qualified safety officer, chosen by the test site coordinator, training officer, or designee, will be assigned
- Will not be a candidate
- Is responsible for ensuring safe conduct during evolutions by candidates, assistants, and evaluators
- Has the authority to stop any activity immediately if they observe a dangerous condition or act





# ROLE OF THE CERTIFYING OFFICER (CO)


## STANDARDS COUNCIL

- Has overall authority during AFSC certification examinations
- Ensures safe, fair, objective and impartial evaluations occur in accordance with AFSC guidelines.
- Directs and oversees Evaluators
- May visit skill stations to verify guideline compliance.
- Receives any concerns or comments you may have regarding this examination before you depart the site today.






# TEST SITE COORDINATOR

- The designated representative of the hosting agency assists the CO before and during the testing session.
  - Ensures all Training Records & locally verified Skill Sheets are complete.
  - Ensures all equipment, apparatus, and supplies are present at the test site.
  - TSC does NOT make decisions related to evaluator duties/examination criteria.
- 


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# EVALUATOR

- Accompany candidates to and from each assessment station.
  - Read the Task, Performance Outcome, Equipment & Conditions, and any scenario that candidates are expected to complete.
  - Monitor the safety of tasks at the assigned station.
  - Limit dialogue to essential exam related material to ensure fair and equitable treatment.
  - Report candidate performance directly to the CO, rather than providing feedback to the candidate or the Training Officer/Instructor.
- 
- A small, solid red circle is located in the bottom right corner of the slide.

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# CANDIDATES

- Must wait in the designated staging area until an Evaluator escorts you to your assigned station.
  - Are not allowed to bring any test paperwork, electronics, or study materials including agency SOP/G's, checklists, etc.
  - Ensure that you are prompt in readying for each station to maintain the examination schedule.
  - Failure to comply with test policy may lead to disqualification from the testing process.
- 
- A small, solid red circle is located in the bottom right corner of the slide.



# **PRESENTATION EXCEPTION**

- Skill stations that involve presenting to an audience may use fellow test candidates as audience members.
- Audience members must uphold professionalism and appropriate behavior or may be removed and disqualified from testing.
- Audience members who aid candidate may lead to failure of the candidate and disqualification of the individual providing aid.







# SKILL STATIONS

- Pay close attention to the description provided by the Evaluator regarding the skill being evaluated.
- The Evaluator will offer to repeat the instructions and will verify that they are understood.
- You may ask clarifying questions but NOT how to perform.
- Do not ask for additional information, Evaluators are not authorized to give it.



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# EQUIPMENT

- Personal Protective Equipment may be required; wear it unless instructed otherwise.
- Stations are equipped with a diverse array of equipment, which includes any specialized equipment necessary for the skill.
- Prior to start time, candidates will be allotted time to assess and select the necessary equipment for the task at hand.
- Do not feel obligated to use all the equipment.





# TIMED STATIONS

- If the station has a time limit, the Evaluator will inform you of this in the instructions.
- Indicate completion and do not move until inspection is complete.
- The Evaluator will NOT tell you your time.





# SKILL OBSERVATION

- The Evaluator's primary role is that of a trained observer.
- Performance is based upon observation of specified criteria and on objective recording on the skill sheets.
- Documentation of both pass and fail is required for each task, do not let this influence your performance.
- Verbalize your performance in the station, the Evaluator can't read your thoughts, especially if you must simulate actions.



The logo of the Alaska Fire Standards Council is a shield-shaped emblem. It features a central blue circle with a white star, surrounded by a red border. The word "ALASKA" is written in white at the top, and "FIRE STANDARDS COUNCIL" is written in white at the bottom. The background of the shield is a light blue and white pattern.

# COMPLETION OF SKILL

- Notify the Evaluator when you have completed the station.
- If asked by the Evaluator, return equipment to its original location.
- It is strictly forbidden to engage in any discussions, duplication, or recording of any station.
- Follow the Evaluator's instructions to relocate to a new staging area; candidates are not allowed to remain once completed.



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# SKILL

# RESULTS

- Today's exam is a formal verification of your ability to perform skills and is NOT designed to assist with teaching or learning.
- The Evaluator does not establish the criteria for passing or failing; their responsibility is solely to verify if a candidate successfully completes the task steps outlined on the skill sheet.
- You will NOT receive direct feedback (good or bad) on any station.



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# RETESTING

- You are required to retest if you are unable to exhibit satisfactory competency and fail a particular skill station.
- The CO will inform you of the specific task failed.
- A different Evaluator is assigned for each retest attempt.
- No more than 3 attempts at a skill station, 1 initial and 2 retests, will be allowed today.





# REMEDIAL TRAINING

# ALASKA FIRE STANDARDS COUNCIL

- Remedial training is required before a candidate will be allowed to retest at another test site location.
- The CO will initiate Remedial Training paperwork with your Test Site Coordinator today.
- All failed skill sheets must be retained with the Remedial Training Form.
- Candidate is required to demonstrate skill competency for all the stations selected for the new test location.





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# CONCERNS

- Concerns about any component of today's practical skills testing must be brought to the CO's attention immediately.
- ANY significant concerns about the overall testing and certification process should be discussed with your local Fire Chief/Training Officer and/or the BFAST/AFSC Administrator.



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# SUMMARY

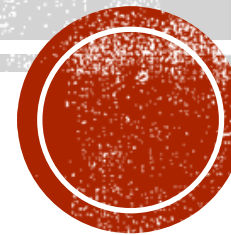
- Safety is the number one priority.
- Move to skill stations areas only when directed by an Evaluator.
- Be aware of time limits but do not sacrifice quality performance for speed.
- Review equipment provided before starting the skill station.





**CANDIDATE**

**QUESTIONS?**



Test Candidates leave the room, best of luck with your testing!

Evaluators & Assistants: Please stay for additional instructions



**EVALUATOR & ASSISTANT  
SPECIFIC INSTRUCTIONS**



# THANK YOU!

The Alaska Fire Standards Council (AFSC) extends its gratitude for the assistance provided by the Evaluators and Assistants during certification exams.

We acknowledge that these exams would not be feasible without the contributions made by you.

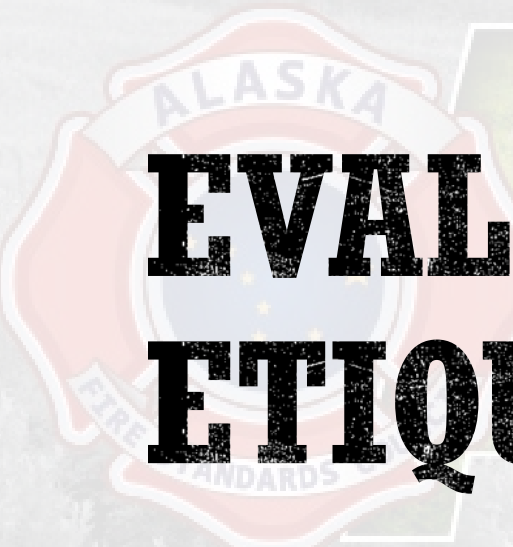




# EVALUATOR & ASSISTANT REQUIREMENTS

- Serve as support to the CO.
- Must engage in a discussion with the CO to determine their level of training and capability in relation to their assigned station.
- For the sake of maintaining consistency and equity, it is requested that you remain present for the entire duration of the practical exam.
- All exam inquiries from Evaluators/Assistants **MUST** be directed to the CO.



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# **EVALUATOR & ASSISTANT ETIQUETTE**

- Arrive on time and prepared
- Leave your ego, prejudice, and personal/business problems at the door
- Test support personnel must not exhibit personal bias or hidden agendas
- Be polite, courteous, and receptive
- Avoid arrogance, overbearing behavior, and condescension
- Eliminate interruptions and/or side conversations



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# EVALUATOR

- Must evaluate candidates in a consistent, fair, and respectful manner.
- CO's are responsible for ensuring Evaluators understand practical skill evaluation sheets and skill station, grading criteria, time limits, and expectations.
- Evaluators are trained observers.
- Evaluators must not insert personal opinions or expectations into the station objective.
- Evaluators will orient assistants with their roles in each station.





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# ASSISTANTS

- May prepare a station between scenarios.
- Assist with evaluating candidates' actions, when in question.
- Consistency between stations and candidates is crucial for assistants working in multiple stations.
- If providing direct support to a candidate, act as a competent team member.
- Do NOT give advice or instructions to the candidate, it will result in their failure of the skill.



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# HELPERS

- Provide additional support, they do not need to be certified or sign AFSC forms.
- Do NOT interact with candidates in any way.
- Are NOT actively involved in supporting candidates within skill station.
- May reset stations, clean up, stage equipment, etc.





# EVALUATOR & ASSISTANT PREPARATION

- Have copies of current skill sheets for each candidate
- Be familiar with the items on the practical skills sheet
- Identify and review potential problems or situations before testing starts
- The CO may elaborate on acceptable techniques and give you examples of appropriate responses to common mistakes.





# STATION PREPARATION

- Check props/equipment in accordance with the skill sheet to ensure the skill station is ready.
- Do not add equipment that is not mentioned on the skill sheet.
- CO must go over the scenario of their skill sheet at least once to ensure they are clear about the candidate's successful performance prior to starting the station.
- CO should visit each station prior to exam to answer any potential questions





# CANDIDATE ARRIVAL

- Verify Personal Protective Equipment
- Describe safety procedures as applicable
- Evaluators will answer basic questions related to equipment or scenario.
- Evaluation guidelines have been established for all skill testing; some elements may not be relevant to every skill situation.





# SKILL INSTRUCTIONS BY EVALUATOR

- Must give instructions in a consistent manner, read the task, performance outcome, and give scenario.
- Ask if candidate understands the instructions.
- Provide a prompt if a scenario requires.
- Do not coach or teach a candidate.





# QUESTIONING THE CANDIDATE

- Evaluator may ask clarifying questions however,
  - Do NOT ask for information beyond the scope of the skill
- Questions must be valid and relevant to the specific skill station
- Keep questions to a minimum
  - This is primarily a performance examination





# SKILL OBSERVATION

- Ensure private test environment, remove unnecessary observers
- Devote full attention to candidate's performance
- Observe and impartially document a candidate's performance of each skill
- Strictly adhere to the NFPA criteria specified in the AFSC skill sheets (Task Steps)
- Observe and enforce time limits





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# **FADO: SAFETY**

- CO will have sole discretion, (after consultation with the Safety Officer) if a safety violation is challenged.
- Any act committed by the candidate deemed unsafe by the Evaluator will constitute a failure of the test.
- The Evaluator & Spotter will position themselves before backing exercise.





# FADO: MIRRORS & SPOTTER

ALASKA FIRE STANDARDS COUNCIL

- The candidate will be required to use the apparatus mirrors for all vision to the sides or rear of the apparatus and will not be allowed to extend his/her head out of the window.
- In all skill stations with backing and confined space maneuvers a designated Spotter will be utilized.





# FADO: COMMUNICATION

- Before each skill, it is the driver's duty to effectively communicate their requirements to the Spotter regarding positioning on distances.
- Any issues that arise due to misjudging distances or colliding with objects, the driver will be held accountable for the failure.





# FADO: SPOTTER

## ALASKA FIRE STANDARDS COUNCIL

- Evaluator shall not perform the role of the Spotter as it is necessary to keep the responsibilities separate.
- Evaluator may note comments from Spotter on skill sheet.
- Only direct driver when they might strike an object.
- Do not give directional guidance.



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# **FADO: MANEUVERS**

- Once the apparatus is in motion, it must remain in motion until a required stop or change of direction must be performed as per the practical skill sheet.
- The candidate will be required to drive at a safe speed during the testing process.





# **FADO: NON-CONTACT**


- The Spotter will ensure the apparatus does not make contact with any objects.
- If the Safety Officer/Evaluator/Spotter needs to intervene to prevent the candidate from coming into contact with any objects, it will be deemed a safety infraction and result in a test failure.





# SKILL DOCUMENTATION

# ALASKA FIRE STANDARDS COUNCIL

- Clearly print candidate's first and last name, evaluator's name, and date on evaluation form
  - Fill out skill sheets in a manner that prevents candidate from seeing completed information
  - Observe and enforce time limits for skill stations
  - For any questionable performance items, consult the CO before signing off on a skill sheet
- 



# UNSATISFACTORY PERFORMANCE

- Allow candidate to complete the skill exam
- Inform CO of unsatisfactory/unsuccessful performance
- If unsuccessful attempt was caused by equipment malfunction, safety problems, or another reason outside the candidate's ability to control, inform CO before next candidate tests.








# **UNSATISFACTORY PERFORMANCE EXAMPLES**

- Failure to adhere to basic safety principles or guidelines
- Failure to appropriately apply basic firefighting knowledge
- Not competent in the specified task or skill steps
- Exceeding limitations: time, safety, and/or equipment limits
- Inadequate/insufficient personal protective equipment





# UNSATISFACTORY PERFORMANCE EXAMPLES

- Lack of skill accuracy and task completion as defined on the skill evaluation sheet
  - Poor judgment in skill performance (i.e.- wrong application of tool or equipment or safety violation)
  - Outcome of the specified task is in doubt (i.e.- incorrectly performed or did not accomplish skill evaluation criteria)
  - Need for safety intervention (i.e.- imminent health or safety risk to candidate or others)
- 

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# SCORING

- Mark appropriately for incomplete steps, comments must be provided.
- Evaluators cannot talk about specific performance with anyone except the CO
- If unsure about scoring a performance, consult with the CO immediately





# COMPLETION OF SKILL

- Ensure candidates are escorted to designated staging area
- Evaluators must ensure the security of all testing material
- Return all testing paperwork to the CO before leaving the examination site
- CO may wait until first attempt at each station is completed before informing candidates of practical results
- The CO is the sole authority to decide if a retest is needed



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# CONCLUSION

- Read Evaluator/Assistant Code of Ethics Compliance
- Sign Evaluator/Assistant Code of Ethics Compliance Form
- Testing personnel must adhere to AFSC policies and procedures.
- Failure to comply may result in removal from test site and reporting to AFSC administration





**QUESTIONS?**

Thank you again for your support.

