

Background

This document contains instructions to aid the skills evaluator in properly and consistently greeting the candidate and informing them of what will be expected during the administration of an evaluation at a single skills station or skills scenario. The script contained below will be read to each candidate by the evaluator once the candidate reports to the skill station from staging.

Pre Exam Script

(To be read by the evaluator, filling the blank spaces as specified.)

My name is (evaluator states his/her name). On behalf of State Fire Training and (evaluator states the name of the ARTP or ALA hosting the skills examination) I would like to welcome you. I will be evaluating your performance today on (evaluator states skill sheet number and the title of the skill); for example, "Skill Sheet 2-2.1, Don, Doff and Prepare Structural Personal Protective Equipment for Reuse.")

After you complete this skill, you will remain here until you are escorted back to the staging area.

I will now read the "Candidate Directive" directly from the skill sheet. (Evaluator reads the candidate directive directly from the skill sheet.)

Do you have any questions? (Evaluator answers questions the candidate may have.)

Are you prepared to begin?

When I state "begin," the test will begin (and time will start, If it is a timed test as referenced in the candidate directive.)

Post Exam Script

(To be read by the evaluator, filling in the blank spaces as specified.)

Passing Score

Congratulations! You have achieved a passing score on this skill station. Please review and sign your skill sheet. (Evaluator shows the candidate the skill sheet and indicates where they should sign.)

Please wait here until you are escorted back to the staging area. Thank you for your cooperation.

Failing Score

Unfortunately, you have not achieved a passing score on this skill station. Please wait here while I contact the Lead Evaluator to discuss your performance. (Evaluator summons the Lead Evaluator who reviews the candidates' skill sheet, determines if a re-take is appropriate and notifies the candidate of his/her decision.)