

Background

This document contains instructions to aid the Lead Evaluator in properly and consistently informing candidates of what will be expected during the administration of the written certification examination. The scrip contained below will be read to all candidates who have properly completed registration and screening to participate in a written certification examination.

Pre Exam Script

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

My name is (lead evaluator states his/her name). On behalf of State Fire Training and (lead evaluator states the name of the ARTP or ALA hosting the skills examination) I would like to welcome you. I will be proctoring your (state the level and type of written examination; for example, "Fire Fighter I Comprehensive Written Examination" or "Wildland Fire Fighter I Re-Take Written Examination.") written certification examination.

This written examination has (state the number of exam questions: Fire Fighter I Comprehensive has 160 questions. 100 Fire Fighter I, 30 Wildland Fire Fighter and 30 Haz Mat FRO.)

Any question you do not answer will be counted as a wrong choice. Your final score is determined by deducting the number of incorrect and blank choices, times question point value from 100% to establish your raw score.

The Fire Fighter I Comprehensive Examination has three components, Fire Fighter I, Wildland Fire Fighter I and Haz Mat FRO. You must achieve a minimum of 70% on each of the three components to pass the examination.

Your raw score will be rounded to the nearest whole number to establish your final score.

If you fail the entire examination, you will have an opportunity to re-take the examination at a later date. If you fail a component of the examination, you will have an opportunity to re-take that component at a later date.

Are there any questions? (Evaluator promptly answers questions)

Are there any questions? (Evaluator asks a second time and promptly answers questions)

No talking will be allowed once the examination begins. You will have 3 hours to complete this examination.

I will notify you of the time remaining for the examination after 1 hour and then again after two hours. I will also notify you when there are 15 minutes remaining.

If you need clarification on a question, please raise your hand and wait for me to come to your test station.

No food or drink is allowed in the exam room.

If you need to use the restroom, raise your hand and wait for me to come to your work station. You are not allowed to leave the building.

Once you complete the examination, do not log off of your computer. Raise your hand and wait for me to come to your work station. Once you complete the exam and I dismiss you, you must leave the room and the area surrounding the room.

Once again, no hand held devices, smart phones, tablet, Google glasses, Apple or Android watches or similar devices are allowed.

You may only utilize the paper and pencil provided during the examination and they must be returned to me before you leave the room.

You must maintain a quiet environment during the exam. Any candidate observed talking to another candidate while either or both candidates are in the exam room after the exam begins will receive a failing score and will be dismissed from the room.

Maintain your eyes and hands within your work station. Failure to do so will result in a failing score and dismissal from the room.

Are there any questions? (Evaluator promptly answers questions)

Are there any questions? (Evaluator asks a second time and promptly answers questions)

If there are no further questions, I will start the exam time when I state “begin.”