



California State Fire Training

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DATE: October 1, 2010
TO: Master Instructors
Regional Accredited/Local Academy Directors
Fire Technology Coordinators
RE: Training Instructor Summative Tests

Test Submittal

Effective immediately, State Fire Training no longer requires the instructor-developed summative test utilized in Training Instructor 1A, 1B, or 1C to be submitted. This allows SFT to remove itself from the role of monitoring and evaluating these tests. This important responsibility is placed on the Primary Instructor.

Prior to developing a summative test, the Primary Instructor is expected and should always use a test planning sheet to ensure all topical areas are covered and the test items are constructed to the appropriate level of instruction. Also, in order to pass the class, students attending a Training Instructor 1A, 1B, or 1C class must achieve a minimum score of 80% on the instructor-developed summative test. If a student fails the summative test, he or she fails the class and does not meet the prerequisite to attend the sequential Training Instructor class.

Retaking the Summative Test

When a student is not successful, the Primary Instructor may elect to administer a retake summative test. Administering a retake is the decision made by the Primary Instructor. Do not confuse this with retaking a SFT certification exam. A retake of a summative test shall be administered prior to returning your class materials to SFT. SFT Procedures Manual requires all class materials be returned within 15 days of the class ending date. Therefore, the Primary Instructor has less than two weeks from the class ending date to administer a retake summative test.

If you have any questions, please contact the SFT representative in your area.

Northern California	Rodney Slaughter, Deputy State Fire Marshal III	(916) 203-6827
Central California	Ramiro Rodriguez, Deputy State Fire Marshal III	(559) 333-5009
Southern California	Mike Garcia, Deputy State Fire Marshal III	(661) 808-9204