Overview

This document contains instructions to aid the registered Lead Evaluator (Exam Protector) in properly and consistently informing candidates of what to expect during the administration of a cognitive State Fire Training (SFT) certification exam. The Exam Proctor will read this script aloud to all registered candidates participating in a cognitive SFT certification exam. Please fill in the blanks with the appropriate information.

Pre Exam Script

My name is [Exam Proctor name]. On behalf of State Fire Training and [host ARTP or ALA] I would like to welcome you. I will be proctoring your [exam module(s)].

Examples – Level of Cognitive Exam
- Fire Fighter 1A: Structure
- Fire Fighter 1B: HazMat First Responder Awareness
- Fire Fighter 1B: HazMat First Responder Operations
- Fire Fighter 1C: Wildland
- Fire Fighter 2A: Structure

This exam time limit is [time] and has [number] questions.

Exam Question Numbers
- Fire Fighter 1A: Structure – 2 hours / 100 questions
- Fire Fighter 1B: HazMat First Responder Awareness – 12 minutes / 10 questions
- Fire Fighter 1B: HazMat First Responder Operations – 18 minutes / 15 questions
- Fire Fighter 1C: Wildland – 30 minutes / 25 questions
- Fire Fighter 2A: Structure – 1 hour / 50 questions

Any question you answer incorrectly, or do not answer, will be deducted from your final score.

You must achieve a minimum of 70% score to pass the exam.

If you fail the exam, you will have an opportunity to retake that component at a later date.

No talking will be allowed once the exam begins. No food or drink is allowed in the exam room.

If you need assistance during the exam, please raise your hand. I am authorized to read the question to you, but I am not allowed to interpret or define the question or terms. Do the best you can to answer the question.

If you need to use the restroom, raise your hand and wait for assistance. You are not allowed to leave the building during the exam period.
When you complete the exam, raise your hand and wait for assistance. A proctor must assist you with logging off the computer. After the proctor dismisses you, you must leave the room and the area surrounding the room.

No handheld devices, smart phones, tablets, heads-up digital displays, smart watches, recording or electronic devices of any kind are allowed in the exam area.

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

You may not navigate away from the exam webpage or open any other browsers or apps during the exam. State Fire Training classifies this behavior as cheating. You must maintain a quiet environment during the exam. State Fire Training classifies any candidate talking to another candidate after the exam begins as cheating behavior. Any candidate found cheating during the administration of an SFT certification exam shall not be permitted to complete the exam and shall be required to retake the entire certification track.

[Proctor to provide site-specific safety instructions]

Are there any questions?

• (Evaluator promptly answers questions and repeats until there are no remaining questions.)

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