Overview
This document contains instructions to aid the registered Lead Evaluator in properly and consistently greeting candidates and informing them of what to expect during the administration of a skills exam.

The registered Lead Evaluator will read this script aloud to all registered candidates while they wait in the staging area.

Please fill in the blanks with the appropriate information.

Pre Exam Script (Lead Evaluator)
My name is [registered Lead Evaluator name]. Today we will be evaluating your performance on the following skills [skill sheet number and title of each skill].

Example – Skill Sheet Number and Title
- Skill Sheet 2-2.1, Don, Doff and Prepare Structural Personal Protective Equipment for Reuse

You will be required to successfully complete each skill without error. If you do not complete each skill in accordance with the published State Fire Training skill sheet, you will receive a failing score.

You may ask the proctor to re-read the directions back to you but you may not ask for clarification.

If an evaluator says, “Candidate Stop Safety,” stop immediately. A safety protocol was violated, which results in an immediate failure of the skill sheet. One stop safety per candidate per test is permitted. If you receive a second stop safety, you will receive a failing score on the psychomotor exam. If an evaluator says, “Equipment Stop Safety,” stop immediately. The Skills Evaluator will eliminate or mitigate the safety concern caused by the equipment. You will not be penalized or failed on the skill sheet.

After you complete each skill, the registered Skills Evaluator will ask you to review and sign the skill sheet on which he or she has recorded your score.

If you fail any skill in your first attempt, the Lead Evaluator will review your skill sheet to determine if you are eligible to receive a second attempt to successfully complete the skill prior to the end of this skills exam session.

After you complete each skill, you will remain at the skill station until you are escorted back to the staging area.

[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, then we will begin the exam.