



FIRE FIGHTER 1 AND 2 (2019) COGNITIVE EXAM INSTRUCTIONS

CANDIDATE LOGIN

1. Navigate to the SFT User Portal: <https://osfm-sft.acadisonline.com>
2. Click on the [SFT Testing Portal](#) link
3. Enter your SFT ID Number and the Online Test ID (password) provided to you by your Exam Proctor

PROCTOR INSTRUCTIONS

Overview

The Fire Fighter 1 (2019) and Fire Fighter 2 (2019) cognitive certification exams will be completed in the Acadis Automated Online Testing Portal (SFT Testing Portal). Each module within the Fire Fighter curriculum will be a separate event and will require separate login credentials. For example, within the Fire Fighter 1 (2019) curriculum, Fire Fighter 1A: Structure, Fire Fighter 1B: Haz Mat First Responder Awareness, Fire Fighter 1B: Haz Mat First Responder Operations, and Fire Fighter 1C: Wildland will be four separate events with four different passwords. This will allow grades to be recorded independent of each other. A link to the SFT Testing Portal can be found on the [SFT User Portal login page](#).

Initial exams require that State Fire Training (SFT) Staff generate the exam authorization codes, but retakes can be controlled and generated by the assigned Lead Evaluator listed on the Certification Examination (2019) Scheduling Request Form. As soon as passwords are prepared, the exam is live and available for delivery; therefore, it is very important that this information be kept confidential until the day of the scheduled cognitive exam. The assigned Lead Evaluator's only role in the SFT Testing Portal is to prepare retake exams.

Initial Exams

SFT will prepare the initial online exam authorization codes and email a PDF of them (Avery label #5160) to the assigned Lead Evaluator once the exam has been scheduled and approved. On the day of the exam, have all eligible candidates navigate to the SFT Testing Portal login page and enter the SFT ID number and Online Test ID (password). Remember, these are active passwords and should not be given to the candidate until the exam is ready to begin. Proctor's do not need to login or perform any steps within their SFT User Portal or SFT Testing Portal.

Results/Feedback

Candidate results will display upon completion of the exam module on each candidate's computer screen and grades will be immediately available from within each candidate's SFT User Portal. Candidates may also print a transcript listing the module grade from within each candidate's SFT User Portal.

Currently the system does not allow an assigned Lead Evaluator to review the results of a class. *[This is a feature SFT has requested that will be addressed in future system update]*. However, the system does allow an assigned Lead Evaluator to see a candidate's last recorded failing grade and available retake attempts.

Currently the system does not allow a candidate or assigned Lead Evaluator to review the testing feedback summary. *[This is a feature SFT has requested that will be addressed in future system update]*.

Retake Exam

Only the assigned Lead Evaluator (listed on the Certification Examination Scheduling Request Form) can access and administer the retake exam. It is recommended that all accredited testing sites list a backup registered Lead Evaluator on the Certification Examination Scheduling Request Form, this way more than one person at the testing site can facilitate the retake exam. The retake exam can be scheduled at any time within one year of the initial exam date for eligible exam candidates. The retake does not need to be scheduled through SFT unless the candidate is enrolling into a retake exam at a different accredited test site. To obtain the exam authorization codes for eligible retake candidates, complete the following steps:

- Navigate to the [SFT Testing Portal](#) (This is not the SFT User Portal).
- From the login page, located on the bottom-right side of the blue **Student Sign In** box, click **Not a Student?**
- Next, login to the **Proctor Sign In** page by entering your SFT User Portal login credentials.
- Once logged in, you will see your active Proctor Assignments. Identify the correct test/course from the list of active exams and click the blue number listed in the **Failing Students Eligible for Retest** column. This number indicates how many candidates are eligible for a retake from that exam. This section will also allow the proctor to review the last failing grade and how many retake attempts are left for each candidate.
- Selecting eligible candidates
 - For a single candidate password - From the **Students Eligible for Retest – Failing** webpage, select **Prepare Retest** button to the right of the candidate's score
 - For a batch of candidate's passwords - From the **Students Eligible for Retest – Failing** webpage, select the blank checkbox in the column headers to select all eligible candidates. Then select the **Prepare (#) Selected Retests** button.
- Preparing Retests
 - Select Print test credentials for prepared tests.
 - Then select **Print**. A pop-up window will display the usernames (SFT ID) and passwords (Online Test ID) for the exam. These are live passwords and should not be given to the candidate until the exam is ready to be proctored. This is designed to be printed onto Avery labels for convenience, but regular paper or maintaining a PDF is fine as well.
- Distribute Test Credentials when the exam is to begin
- If a candidate fails their first retake, a proctor may repeat this process to prepare test credentials for a final retake. Candidates may attempt the online exam a total of 3 times - which includes one initial attempt and up to two retake attempts within one year of the initial attempt. Eligibility can be confirmed by requesting a candidate to print a Training History Report or Class Transcript from the SFT User Portal.

ASSISTANCE AND ACCOMMODATIONS

A candidate requiring assistance or accommodation during an exam must submit their request and the documentation supporting their need for assistance or accommodation to the Accredited Regional Training Program (ARTP) or Accredited Local Academy (ALA) at least six weeks prior to the exam date. ARTP and ALAs shall review each accommodation request in accordance with their agency policies.

EXAM SECURITY

The registered Lead Evaluator and the ARTP/ALA are responsible to deliver the certification exams in accordance with Title 19, California Code of Regulations and the State Fire Training Procedures Manual, current edition. The registered Lead Evaluator shall be present during all cognitive exams. This individual shall remain in the room until all candidates complete the exam and all materials are accounted for. The registered Lead Evaluator is directly responsible for the security and safety of all exam materials including computer-based materials and any other distributed materials. In the event of a suspected breach in exam security, the registered Lead Evaluator shall have the authority to confiscate the alleged violator's exam materials and terminate his or her participation. The registered Lead Evaluator shall notify SFT Staff of the breach at the conclusion of the exam.

PROCTOR RESOURCES

Troubleshooting

For troubleshooting exam software related issues only, contact SFT Support at **(916) 491-0311**, available Monday thru Friday 08:00-17:00 excluding State and Federal Holidays. In some cases, it may take up to 30 minutes to receive a call back so plan accordingly.

Fire Fighter (2019) Cognitive Exam Script

The required script to read before administering each cognitive exam(s):

<https://osfm.fire.ca.gov/media/10703/fire-fighter-cognitive-exam-script.pdf>

Video(s)

A video of the exam login and logout process can be found at: *This is coming soon!*

Tips

- The exam has a web page copy protection setting turned on. This means that when the cursor moves outside of the browser window the screen may gray out. This is by design. Simply move your cursor back onto the active browser tab with the online exam to remove the grayed-out screen.
- If Internet connection is lost, all data will remain saved. Simply retain the test login credentials (username and password) and when the Internet connection has been restored log back into your exam. All recorded answers should remain saved, allowing the candidate to resume the exam from where they left off.
- There is not a password lockout threshold. Meaning users can enter an online test password unlimited times without being locked out. If a user is unable to successfully log in with the assigned password, the only remedy is to contact SFT Tech Support phone during normal business hours.