



Evaluator Conduct

Operational Guideline 002


References:	Pro Board Criteria: TA7
Revised:	January 14, 2018

1.0 General Information

- 1.1 Purpose:** To provide a written, formal policy on the required conduct of Evaluators in contact with candidates and conducting Cognitive Test and Practical Evaluations.
- 1.2 Responsibility:** It is the responsibility of all Evaluators to be familiar with this guideline to ensure that all evaluations are conducted professionally, fairly, consistently and equally. It is the responsibility of the Board of Directors to ensure that instructors and Evaluators are given adequate training to ensure professional and consistent conduct.

2.0 Procedures

- 2.0.1 Professionalism:** Evaluators must demonstrate a professional level of conduct to set an example to Students as to what is acceptable during an evaluation process. Evaluators must behave in a professional and respectful manner during all contact with Students.
- 2.0.2 Fairness:** Each Evaluator must strive to develop and implement an evaluation process that is fair, as perceived by every Students, and is without discrimination regardless of gender, ethnic origin, fire investigation background, or department, organization, or association membership.
- 2.0.3 Consistency:** Each Evaluator must strive to develop and implement an evaluation process that is consistent and fair from one Student to the next, regardless of the standard being evaluated, the department, organization, or association membership of the Student, or the location of the evaluation.
- 2.0.4 Equality:** Each Evaluator must strive to ensure all evaluations are equal in the scrutiny of each Student's performance against the required skills being evaluated, despite the differences in personnel, apparatus, and equipment being used in the evaluation.
- 2.0.5 Confidentiality:** Evaluators must demonstrate a professional level of confidentiality during and after a Student's Cognitive Test or Practical Evaluation.



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January 14, 2018

Date