



## Evaluators Practical Evaluation Procedures & Failures & Re-Challenges

Operational Guideline 004

References:	Pro Board Criteria: PA5, PA6, TA2, TA3, TA6, TA7, TD4,
Revised:	January 29, 2018

### 1.0 General Information

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- 1.1 Purpose:** To provide a written, formal policy regarding the procedures for practical evaluations and retakes so that student(s) are evaluated in a fair, professional, and consistent manner always.
- 1.2 Responsibility:** It is the responsibility of the Evaluators that are involved in practical evaluations to be aware of this guideline and the responsibility of FPOABC ProBoard Certification Coordinator to ensure that they have been given the proper training to perform their duties as an Evaluator.

### 2.1 Procedures

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a) **Pre-Evaluation**

- 2.1.1 Practical evaluations are to be conducted only by personnel that meet the required qualifications and have been approved and been deemed competent by the FPOABC.
- 2.1.2 All Practical Evaluations are held at different facilities.
- 2.1.3 The FPOABC NFPA Certification Coordinator will ensure the student(s) scheduled to take their practical evaluation have received their email with the Students Practical Skills Check Sheets attached a minimum of 24 hours prior to the evaluation date and time.
- 2.1.4 The FPOABC NFPA Certification Coordinator will ensure the Evaluator has been emailed all the necessary documentation for the practical evaluation a minimum of 24 hours prior to the evaluation date and time.
- 2.1.5 The Evaluator will ensure they have received all documentation that have been assigned to the evaluator for the student that is being tested when it is received.

- a) For NFPA 1031 these documents may include:
- Evaluators Evaluation Testing Criteria Manual,

- Evaluators Evaluation Practical Check Sheets,
- Student Picture Manual,
- Students Inspection Form,
- Students Written Report Information,
- Hydrant Flow Test Main Line Form,
- Fire Investigation Short Checklist Form.

b) For NFPA 1033 these documents may include:

- Evaluators Testing Criteria
- Evaluation Practical Check Sheets
- Student Picture Manual
- Written Report information for Student
- Fire Investigation Short Checklist

2.1.6 All evaluations are conducted using a table top method, indoors, using the Testing Criteria supplied by the FPOABC to the Evaluator.

2.1.7 During the Practical Evaluation there will never be more than two (2) students per one (1) Evaluator/Proctor.

2.1.8 The Evaluator will ensure the examination site is safe and free from obstructions and distractions that may impede the performance of the student/s.

2.1.9 The Evaluator will ensure all the necessary resources and equipment, in sufficient quantities and in proper working order, are readily available to the student(s) to complete the required tasks and skills.

## **2.2 Practical Evaluation Protocol**

2.2.1 The evaluator will ensure that the student is supplied with;

- Paper & Pen
- Up-to-date Fire Code – for the jurisdiction
- Inspection Checklist (FPOA076)

2.2.2 This Practical Evaluation is conducted entirely in the classroom with the pictures and forms supplied to the Evaluator.

- 2.2.3 If there are two students, remind the students that they are both being evaluated, and must each take turns responding. If one student is responding to questions more than the other, address the quiet student and direct specific questions to be answered.
- 2.2.4 The Evaluator will provide time for the student(s) to seek clarification of evaluation instructions.
- 2.2.5 The Evaluator will give the student(s) the Student Picture Manual with instructions not to open it and don't move ahead in the book until directed to do so.
- 2.2.6 For NFPA 1031 the Evaluator will sit with the student/s and, using the supplied Testing Criteria and the Student Picture Manual and start working their way through the first section of the Testing Criteria (Building Inspection) while having the students identify any deficiencies found following the Testing Criteria.
- 2.2.7 For NFPA 1033 the Evaluator will sit with the student/s and, using the supplied Testing Criteria and the Student Picture Manual will start working their way through the investigation while having the student/s identify the investigation procedures as they work through the investigation. Have the student explain everything he is looking and thinking as he moves along through the fire investigation. This is so the evaluators can understand better what the student is doing)
- 2.2.8 The student must fill out the Inspection Report FPOA076 and present it to the Evaluator when required as if the Evaluator was the owner of the building.
- 2.2.9 After the inspection section of the Testing Criteria the evaluator will continue with the reminder of the criteria following instructions as they proceed.
- 2.2.10 Using the testing criteria that the Evaluator has been supplied the Evaluator will **follow the criteria not missing anything from start to finish.**

### **2.3 Evaluation Testing Criteria**

- 2.3.1 When using the Evaluation Testing Criteria, the printing on them are color coated:

- Black = General Information, for the Evaluator. In some cases, the information may be shared with the student.
- Red = Question for Student or Statements from the Evaluator. These questions must be asked by the Evaluator to the student. (Each question must be covered off the evaluator cannot skip over any of them.)
- Blue = Answer you expect back from Student. They are not required to get all the possible answers. Instructions of each question are found in each of the Testing Criteria's.

2.3.2 All other instruction in the criteria's must be followed.

### **NFPA 1031**

2.3.3 Though out the criteria there are gold boxes that indicates for the Evaluator the deficiencies in the Inspection section of the 1031 evaluation. This information is for the evaluator and not to be given to the student.

2.3.4 The student must note any deficiencies with the applicable code section, standard or other resource that must be met.

2.3.5 During the evaluation inform the students that they are both being evaluated and must each respond. If one student is speaking more than the other, address the quiet student and direct specific questions to be answered.

## **2.4 Post Evaluation**

2.4.1 Immediately upon completion of the evaluation the evaluator will complete the Practical Evaluation Check Sheets.

2.4.2 Using the Practical Evaluation Skill Sheets, the passing mark is 75%. The Practical Evaluation Skill Sheets for:

- NFPA 1031 Level 1 has 19 tasks scoring of the tasks are based on one task equals one mark. To pass the Practical Exam the student must achieve 13 or more of the tasks.
- NFPA 1033 has 24 tasks scoring of the tasks are based on one task equals one mark. To pass the Practical Exam the student must achieve 18 or more of the tasks.

- 2.4.3 The Evaluator will review with the student the Practical Evaluation Check Sheets and will provide immediate feedback to the student's as to if they are either successful or unsuccessful. The student's and Evaluator must sign the Evaluation Practical Check Sheets.
- 2.4.4 If the student is unsuccessful the Evaluator at his discretion may re-evaluated the failed tasks immediately. The student/s do not take anything away with them from the evaluation.
- 2.4.5 All drawings, notes, reports and all documentation that the student has written on are to be collected by the evaluator. These are to be scanned and emailed to doug@fpoa.bc.ca immediately after the evaluation. These scans will not be destroyed by the Evaluator until they receive verification from the FPOABC that the documents were received.
- 2.4.6 All completed evaluation check sheets are to be recorded and maintained in the student's student file at the FPOABC.
- 2.4.7 The student/s are officially advised via email of their pass or failure by the FPOABC within 14 days.

## **2.5 Failure of the Practical Test:**

- 2.4.1 If the student is unsuccessful the Evaluator at his discretion may re-evaluated the failed tasks immediately.
- 2.4.2 If student is unsuccessful the second time, the Evaluator will provide written justification on the Evaluators Practical Skills Check Sheet and immediately inform the FPOABC.
- 2.4.3 The student/s are officially advised via email of their failure (pass mark is 75%) by the FPOABC within 14 days.
- 2.4.4 At that time, the student(s) are informed that they have the right to request a re-write of the Practical Test.
- 2.4.5 If they decide to go forward with the re-test, they are emailed an invoice for the cost of the re-write as sent as per OG029.
- 2.4.6 Once the invoice is paid the FPOABC NFPA ProBoard Certification Coordinator arranges an Evaluator for the re-test.

2.4.7 If a second re-write is required, the same process is followed as above except that the student/s supervisor is contacted by the FPOABC to review the student's options. (OG061)

2.4.8 Upon completion of the re-test, the Evaluator will follow the guideline under 2.4 Post Evaluation in this guideline.

## **2.6 Re-Evaluation Procedures:**

2.6.1 All re-evaluations are subject to the same procedures as the initial evaluation.

## **2.7. Challenging or Appealing**

2.7.1 If a Student feels that the practical skills evaluation has been conducted unfairly, the student(s) has the right to dispute or appeal the Evaluator's or Proctor's decision and bring his/her concerns to the attention of the Evaluator or Proctor after the evaluation session.

2.7.2 If the student(s) wish to dispute or appeal, they should be referred to the disputes and appeals OG070 and Appeals Submission Form (FPOA020).

  
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Gayanne Pacholzuk  
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January 29, 2018

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Date