



Nevada Department of
Public Safety
DEDICATION PRIDE SERVICE

Guidebook for Certification Proctors, Lead and Skills Evaluators

Nevada State Fire Marshal Fire and
Hazardous Material Training and Certification

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Table of Contents

I. Criteria for Proctors for Written Exams	Page 3
II. Criteria for Lead and Assistant Skills Evaluator	Page 7
III. Certification Exam Procedures	Page 9
IV. Fire Fighter I and II Live Burn Testing	Page 11
V. Certification Testing Safety	Page 11
VI. Testing / Retesting Procedures	Page 12
VII. Completion of All Practical Skills	Page 12
VIII. Test Audits of Testing Events	Page 13

Forms

Agency Course Delivery Approval	Page 15
Request for State Certification Testing	Page 16
Verification of Successful Completion of Training Requirements	Page 18
Verification of Successful Completion of Phase I – FFI Practical Skills Testing....	Page 19
Verification of Successful Completion of Phase I – FFII Practical Skills Testing...	Page 20
Evaluator’s Code of Ethics.....	Page 21
Written Certification Testing Procedures	Page 22
Lead and Skills Evaluator Procedures	Page 25
Fire Service Exam Sign	Page 28

I. Criteria for Proctors for Written Exams

To serve as a *Proctor* for a written certification examination, individuals must meet the following criteria:

Certification Evaluators Guidebook

1. Shall be affiliated with a fire service agency and chosen through a mutual agreement between the agency and the course Instructor and the State Fire Marshal Division.
2. Must be certified as a State Proctor or Evaluator.
3. Must maintain their State Proctor/Evaluator certification by attending a recertification workshop prior to the expiration of his or her State Proctor/Evaluator certification.
4. May serve as an instructor for an agency; however, cannot serve as an instructor for the class/course to be tested.
5. Shall never discuss the test questions with the students.
6. Shall never allow reference materials to be used during the exam other than approved reference materials.
7. Shall never leave the testing area unless another certified Proctor/Evaluator is present, or tests are properly secured.
8. The classroom environment should be conducive for testing, with enough space for candidates to spread out to avoid wondering eyes.
9. No one, other than the Proctor and students are allowed in the testing area.
10. Shall be, at any time, subject to an unannounced audit of certification testing by the Certification Coordinator or his designee, to include IFSAC, State Fire Marshal Division or Board representatives.
11. Agrees to abide by all of the rules and conditions stipulated by the State Fire Marshal Division and the Certification Program.
12. Must successfully complete a State Fire Marshal Division approved Ethics course and provide a signature on the "Proctor/Evaluator Code of Ethics" form.

A. Number of Proctors

It is best to have two Proctors during the administration of the written certification exam. If there is only one proctor available, then it is acceptable to complete the test with only one proctor.

B. Certification of Written Exam

1. Test banks are used for each level of certification issued by the State Fire Marshal Division.
2. Tests are randomly generated at the State Fire Marshal Division by the Training and Certification Bureau.
3. The written test is randomly generated in a multiple-choice format from the appropriate test bank.

C. Prior to the exam date

1. The Lead Instructor or agency designee shall submit a Test Request form to the State Fire Marshal Training Bureau to schedule the test. The Lead Instructor shall provide SFM of the following:

Certification Evaluators Guidebook

- a. The name and address of the location where the test will be conducted.
- b. The names of the Proctor / Lead Evaluator.
- c. The number of candidates to be tested, for what levels and what attempt it is for a retest.
- d. Dates and times when the test will be completed.
- e. The course curriculum used.
- f. List of the names of the candidates to include their middle initial.
- g. If any candidates have special needs.
- h. Assure the training documentation for all of the candidates are complete.
- i. **No one under the age of 18 can participate in the State Exam**

D. Certification Exam Distribution

1. A package of testing materials will be sent by FedEx to the Proctor / Lead Evaluator or Agency Designee a few days in advance. The package will contain all of the materials necessary to complete the written test:
 - a. Test booklet
 - b. Grade Master Answer sheet
 - c. A new sealable envelope
 - d. Pencils
2. The sealed test envelope is not to be opened except by the designated candidate at the start of the exam.

E. Written Exam General Instructions

Prior to beginning the exam procedure, the Proctor must have all candidates sign the roster provided by the Training Section. Proctor will verify the candidate's identity by way of valid governmental identification.

Exam Proctors are required to review the following information with the candidates prior to starting exam:

1. Discuss the location of exits, restrooms, fire extinguishers, and meeting location in event of emergency.
2. All materials must be cleared from desk/table. Only the exam packet and pencils are allowed.
3. All cell phones, pagers, radios or other electronic devices must be turned off and surrendered to the Proctor
4. Candidates may not leave the room while exam is in progress without the permission of the Proctor. Candidates will be permitted to leave the room to use the rest room facilities by raising their hand and being acknowledged by the Proctor. Exam booklets and answer sheets must be turned face down on table. Candidates shall not be allowed to take their cell phones or any other electronic devices with them unless an emergency and approved prior to the start of the test by Proctor.
5. A requesting agency can request a "reader" for an exam if they have a candidate that has difficulty in reading comprehension. The State Fire Marshal Training Bureau must be contacted in advance so that arrangements can be made to accommodate the candidate. The Proctor may read aloud the question; however, no additional assistance can be given. The Proctor shall test these candidates in

Certification Evaluators Guidebook

a separate room to read the test aloud to them. A second Proctor will need to be available to oversee the test administration for the remainder of the candidates if necessary.

6. Number of exam questions and allotted time for completion:
 - a. 50 questions – 1 hour
 - b. 100 questions – 2 hours
7. Exam Proctor shall distribute test packets to appropriate candidates.
 - a. A candidate without an identified test packet shall NOT be allowed to take the exam.
 - b. Copies of the exam shall NOT be made to compensate for extra unexpected candidates. If a person is not on the SFM roster they cannot test. Their agency will have to schedule a test for that person on another date.

NOTE: The Division will only send test packets for those candidates as requested by the Authority Having Jurisdiction on the Test Request form.

8. Have candidates review the label on the test packet to ensure the information is correct.
9. Review specifics of the Grade Master Answer sheet:
 - a. Use number 2 pencil only
 - b. Mark dark heavy marks
 - c. Fill oval completely
 - d. Any erasures must be complete
 - e. No stray marks
 - f. Failure to mark correctly may result in a misread therefore effecting your answer.
 - g. True – False questions should be answered according to the test not the Grade Master answer sheet
10. Candidate must complete the Grade Master Answer sheet as follows:
 - a. Print last name, then first name
 - b. Date – date of test
 - c. Subject- subject being tested, test form number located on the certification test cover page, (FFI Form 1)
 - d. Student ID Number is their birthdate, (06071965)
11. Remind candidates to pay careful attention to question number and the number on answer sheet. Also remind them again that True – False questions should be answered according to the test NOT the Grade Master answer sheet
12. If a candidate appeals a test question, they must:
 - a. Write on the back of the answer sheet the question number.
 - b. Write a detailed explanation as to why they have issue with the test question.
 - c. Remind the candidate that appeals are not opinions of test questions.
 - d. Also remind the candidate that any review of the test question may not change their grade but will be evaluated for future test validations.
13. When candidates finish their test:

Certification Evaluators Guidebook

- a. Place test booklet and answer sheet back in tamper proof envelope
- b. Seal the envelope
- c. Give to exam Proctor

14. Following the completion of the written exam, the Proctor has the following responsibilities:

- a. Count the test packets & ensure all have been turned in
- b. Ensure all test packets are sealed
- c. Place test packets and all paperwork into the provided FedEx envelope and lock in a secure place until it can be delivered to the Training Section

F. When Exam Materials are returned to the Nevada State Fire Marshal Division

1. When exam materials are received by the State Fire Marshal Division they are inspected for:

- a. Evidence of tampering
- b. Inventory of exam packets

2. How exams are scored by SFMD Personnel

- a. Grade Master Answer sheets are scored by computer scanner. Examination results will only be given to the Chief of the Participating Agency, or their designee. They will be sent a copy of examination results within 15 working days after the examination are received by the Training Bureau.
- b. The pass/fail status may also be released by request from ~~to~~ the candidate's Chief or their designee by email or phone if approved by the Certification Coordinator pending examination result letter.
- c. Grade Master Answer sheets of with passing scores will be destroyed after scoring. The State Fire Marshal Division shall only keep on file the Grade Master Sheets with failing scores.

3. The passing score for all written training section certification examinations is 70%.

4. The State Fire Marshal Training Bureau will score/analyze all exams and Lead Instructor will be notified by letter or certificate accordingly. Notification will indicate only pass/fail status. If the candidate fails a number grade will be given.

5. A candidate failing the exam may retest 30 days after the date of last test. The retest may be scheduled through the Lead Instructor or their designee.

6. If a candidate has not either tested or taken a retest within one year of the course completion, the entire course must be re-taken to be eligible for testing.

G. Academic Dishonesty

Certification Evaluators Guidebook

Academic dishonesty or inappropriate behavior will result in automatic failure and dismissal from the entire certification exam process.

1. If dishonesty or inappropriate behavior is observed, the Proctor must immediately stop the test and take the test materials from anyone involved and ask those involved to immediately leave the testing facility.
2. A candidate caught during an incident of dishonesty or inappropriate behavior will NOT be allowed to proceed with practical exam testing.
3. The Proctor shall seal these test packets and indicate on the packets that they were seized during an incident of dishonesty or inappropriate behavior. The Proctor shall contact the State Fire Marshal Training Bureau immediately. The Proctor shall also write a memorandum to the Division describing the incident in detail. This memorandum must be included when the test materials are returned to the Division.
4. At the Division's discretion, all certifications held by any individual accused of Academic dishonesty or inappropriate behavior on any Division Certification Exam may be revoked or suspended.

H. Testing for on-call candidates or other emergency responders

If an exam is administered while candidates are on call or an emergency arises, candidates must:

1. Immediately turn test booklets and answer sheets face down.
2. Test may continue when candidates return.
3. If emergency is of long duration:
 - a. The test that candidates failed to complete will be considered invalid.
 - b. Test will be rescheduled.
 - c. A different version of the test will be issued at a later date.

II. Criteria for the Lead and Assisting Skills Evaluator

All evaluators for any certification level must be certified by the State Fire Marshal Division before serving as an evaluator. Skills Evaluators are chosen through a mutual agreement between the Lead Evaluator and the State Fire Marshal Division. There shall be a Lead Evaluator present for all manipulative skills testing event. All evaluators shall be impartial when evaluating skills exams.

To serve as a **Lead Evaluator** for a certification examination, individuals must meet the following criteria:

1. Serves as an instructor for an agency: however, shall not have served as an instructor for the class/course to be tested.
2. Be certified by the State Fire Marshal Division as a Fire Service Instructor II.
3. Be certified by the State Fire Marshal Division at the level they are evaluating, i.e. to evaluate Fire Fighter II, evaluator's certification must be at the Fire Fighter II level.
4. Must be certified as a State Certification Evaluator.

Certification Evaluators Guidebook

5. Must maintain their State Proctor/Evaluator certification by attending a recertification workshop prior to the expiration of his or her State Proctor/Evaluator certification or every 3 years.
6. Shall be, at any time, subject to an unannounced audit of certification testing by the Certification Coordinator or his designee, to include IFSAC, State Fire Marshal Division or Board representatives.
7. Agrees to abide by all of the rules and conditions stipulated by the State Fire Marshal Division.
8. Shall complete an approved Ethics class and sign "Proctor/Evaluator Code of Ethics" form.

To serve as an **Assisting Skills Evaluator** for a certification examination, individuals must meet the following criteria:

1. Be certified by the State Fire Marshal Division as Fire Service Instructor I.
2. Be certified by the State Fire Marshal Division at the level they are evaluating, i.e. to evaluate Fire Fighter II, evaluator's certification must be at the Fire Fighter II level.
3. Must be certified as a State Certification Evaluator.
4. Must maintain their State Proctor/Evaluator certification by attending a recertification workshop prior to the expiration of his or her State Proctor/Evaluator certification or every 3 years.
5. Shall be, at any time, subject to an unannounced audit of certification testing by the Certification Coordinator or his designee, to include IFSAC, State Fire Marshal Division or Board representatives.
6. Agrees to abide by all of the rules and conditions stipulated by the State Fire Marshal Division.
9. Shall complete an approved Ethics class and sign "Proctor/Evaluator Code of Ethics" form.

A. Assignment of Lead Evaluators

1. Lead Evaluators

The assignment of the Lead Evaluator for a specific certification exam is determined by the State Fire Marshal Division after an "Approval Request for Certification Testing" is received. On the application, the department may request a specific evaluator be assigned for the exam; however, all assignments made by the State Fire Marshal Division are final.

B. Certification Exam Generation

1. Practical Skills Test Generation
 - a. Practical skills and evolutions are generated by the State Fire Marshal Division.
 - b. Practical skills test are sequenced in the form of actual context skills and can include the recognized department minimum standards and SOPs/SOGs.
2. Several skills sequences cards have been created for each certification level. One card will be selected by the SFM and delivered to the evaluator in a sealed packet.
3. The benefits of this type of sequenced skills selection ensure randomness and thus the candidates must be prepared to perform any skill from the appropriate NFPA standard.

4. Course & Manipulative Skills Testing Registration Form

- a. Certification Evaluators will have all candidates complete the State Fire Marshal's Course & Manipulative Skills Testing Registration Form before any skills testing are conducted.
- b. Completed forms are returned to State Fire Marshal Training Department.

III. Certification Examination Procedures

A. Number of Evaluators

Due to the complexity of the Practical Skills Sequences, there must be a minimum of two Evaluators at all Practical Skills Certification Exams if available. Two Evaluators can successfully evaluate up to ten candidates in any of the skill sequences. One additional Evaluator is required for each additional five candidates over ten. For example, 15 candidates will require three evaluators.

B. Prior to the exam date

The Lead Instructor or their designee shall submit a test request form to the SFM Training Division at least 30 days before the scheduled test and provide the following information:

1. The name and address of the Lead Evaluator.
2. The number of candidates to be tested and for what levels.
3. The availability of support staff.
4. If any candidates have special needs.
5. Training documentation for all of the candidates is complete.
6. List of the names of the candidates including their middle initial.

C. Certification Exam Distribution

A package of testing materials is sent to the Lead Evaluator prior to the exam. The package will contain all of the materials necessary to evaluate the practical skills test.

Each candidate receives a sealed test envelope labeled with:

1. Candidate name
2. Type of test/tests enclosed (FFI, FFII, other)
3. The sealed test envelope is not to be opened except by the designated candidate during the exam.

The Lead Evaluator conducting the exam is responsible for visually inspecting the testing materials received from the State Fire Marshal Division and to notify the Training Section of any evidence of tampering or additional materials needed.

D. Certification Exam Administration

Prior to beginning the exam procedure, the Evaluator must have all candidates sign the roster provided by the Training Section. Evaluators will verify the candidate's identity by way of valid governmental

identification if they are not affiliated with their agency. **No one under the age of 18 can participate in the State Exam.**

E. Practical Skills Testing

1. Prior to the skills testing the Lead Evaluator shall meet with all skill evaluators to:
 - a. Introduce Skills Evaluators
 - b. Conduct safety briefing to include the procedures for activating the Emergency Medical Service.
 - c. Discuss the Personal Protective Equipment requirements for all Skill Evaluators and Candidates while at the testing site/facility.
 - d. Discuss the administrative issues to include site/facility equipment, location of restrooms and break periods.
 - e. Review the Skill Sequence testing sheets and the candidates Practical Skills Certification Sheets with all evaluators. Do not allow candidates to review Skill Sequence testing sheets prior to the test.
 - f. Determine Practical skills station arrangement and location of where candidates will be staged before and after testing is completed.
 - g. Who to contact if a candidate fails a skill but not discuss information concerning the specific items or attempt to instruct the participant the during the test.
2. It is difficult to estimate the exact amount of time that practical skills evaluations will take. The amount of time will vary based on the number of candidates, the number of skills in the chosen sequence, and the candidate's abilities.
3. Practical Skills Certification Sheets are provided to the Lead Evaluator for each candidate.
4. The State Fire Marshals Manipulative Skill manuals contain all of the practical skills that could possibly be chosen in a skills sequence for the appropriate level of testing; all practical skills from the appropriate NFPA standard are eligible for testing.
5. Various skills sequences have been developed for each level and will be periodically changed. The benefit of this choice of sequenced skills is that randomness is ensured and thus the candidates must be prepared for any skill.
6. The Training and Certification Section will provide a Skill Sequence testing sheets that will correspond to the skills sequences chosen. The Skill Sequence testing sheets contains a checklist for each skill listed. The steps outlined on the checklists are identical to the steps each candidate should have been taught and mastered during the course of instruction.
7. To ensure consistency among evaluators, all evaluators must refer to this skills checklist and determine if the candidates follow the steps and techniques listed to pass the skill.
8. The evaluator shall state the skill to be tested, a time limit if applicable, and the Condition expected.
9. The evaluator shall refer to the skills checklist but not discuss information concerning the specific items or attempt to teach the correct method to perform the skills during the test.
10. The candidate's success/failure of each skill shall be indicated on the Evaluator's test sheets.
11. Practical Skill stations shall be arranged as to prevent candidates from observing stations they have not yet completed.

12. Candidates are not to be permitted to watch as skill stations are set up, for example a maze for search and rescue. Candidates are not allowed to watch as other candidates demonstrate their practical skills. They should be staged in a location that does not allow them to view the test.

IV. Fire Fighter I and II Live Burn Testing

Any practical skill from the Fire Fighter I and II course are eligible to be tested; it is possible that a skill sequence may involve a live burn skill. In the event that a live burn facility may not be available at some test sites, Phase I Practical Skills Testing shall be utilized during the course of the instruction. All live burns will be performed in accordance with NFPA 1403 and NAC 477.2835 that requires at a minimum a Nevada Fire Service Instructor II be present.

Phase I Practical Skills Testing: the Lead Instructor for the course must understand that it is possible a live burn skill could be selected for testing.

1. Should a facility for live burns not be available at the time of the certification exam, the following procedure should be followed during the course to fulfill the live fire requirements burn test skill:
 - a Before conducting a live burn exercise as required during the course, the Lead Instructor should contact the State Fire Marshal Division, or Lead Evaluator and advise of the date and location of the live burn exercise.
 - b A certified evaluator will be present and observe the live burn exercise to determine successful completion of the required skills as specified in the State Fire Marshals Manipulative Skill manual. Practical skills checklist provides the specific steps to be accomplished for each type of live burn.
 - c The evaluator present for the live burn must sign the candidates' practical skills checklist for the specific skills and indicate pass/fail for the skills.
2. The Lead Evaluator shall accept this procedure to fulfill the live burn test skills requirements should this skill have been selected and the above procedure followed. The evaluator must verify this by completing the appropriate area on the Practical Skills Certification Exam Check-off Forms and the "Verification of Successful Completion of "Phase I (FFI and/or FFII) Practical Skills Testing"

V. Certification Testing Safety

During testing, the safety of all candidates, evaluators, and support staff is of the utmost importance.

1. The Lead Evaluator has the ultimate responsibility for the safety of all parties involved in the testing process. The Lead Evaluator should appoint a Safety Officer from either the support staff or from the available members of the fire department who are not testing.
2. The Safety Officer must be certified as a Fire Service Instructor II and possess sufficient training and experience to determine potential safety problems and take corrective action. The Safety officer shall operate in a roving fashion to ensure that all evolutions are being conducted in a safe manner and shall not have any other responsibilities.
3. The Safety Officer has the authority, regardless of rank, to stop any activity immediately if a dangerous condition or act is observed.
4. The Lead Evaluator and Safety Officer shall brief all assisting evaluators and support staff on specific safety precautions and procedures for certain skills. Any individual involved with the testing process who

Certification Evaluators Guidebook

observes a potentially hazardous condition can stop the testing event and must report it to the Safety Officer or an evaluator.

5. All personnel, including test candidates, evaluators, and support staff shall wear required personal protective clothing at all times.

VI. Testing / Retesting Procedures

1. Skills exam evaluators shall review the following information with the candidates prior to beginning the Practical Skills Exam.
 - a. The evaluator shall state the skill to be tested, a time limit if applicable, and the Condition expected.
 - b. Each candidate must take appropriate protective equipment to each skills station if required.
 - c. Each candidate is allowed two attempts (or a retest) to successfully demonstrate a given skill.
 - d. The Lead Evaluator has the authority to limit the number of stations a candidate may retest.
 - e. Request for a retest on a failed skill station must be directed to the Lead evaluator.
 - f. The retest should be done with a different evaluator if possible.
 - g. Candidates who need to retest a skill station are not allowed to confer with other candidates, instructors, or evaluators to relearn and/or practice a skill.
 - h. The candidate retesting will only be required to repeat the skills within the area of the skill originally failed, not the entire skill sequence.
2. A candidate must successfully demonstrate mastery of each specific skill. If a candidate fails one particular skill, after having two attempts, he or she fails the entire practical skills exam.
3. Candidates should be notified confidentially of their pass/fail status on each skill.

VII. Completion of All Practical Skills

Upon Completion of Practical Skills Exam

1. The Lead Evaluator collects all practical skills certification sheets from the evaluators.
2. The Lead Evaluator will review the evaluator test sheets to ensure all required skills were tested and pass/fail status correctly indicated. He/she will then transfer the information to the certification sequence cover.
3. All certification materials are placed in the return shipping container with test packets and other testing materials, and promptly returned/mailed to the State Fire Marshal Division.

VIII. Certification Test Audits

Certification Evaluators Guidebook

Test Audits Are to Be Conducted to Ensure Integrity of SFMD Certification Process. Test Audits can be conducted by State Fire Marshal Division Personnel, IFSAC Personnel, Board of Fire Service Personnel or a person that is approved by the SFMD.

State Fire Marshal Division Testing Events Include the Following:

1. SFMD Certification Written Tests.
2. SFMD Certification Manipulative Skills Tests.
3. Any test completed with the intent to receive a certification through the SFMD Certification Process.

Types of Certification Audits:

1. Scheduled Test Audits.
2. Random unannounced Walk-In Test Audits.

Disciplinary Actions - Violations will be referred to the State Fire Marshal for possible disciplinary action, which may include, but is not limited to, revocation, suspension or denial of certification. Appeals of any action taken by the State Fire Marshal shall be heard by the Board of Fire Services

MORE INFORMATION

During testing, the AHJ has primary responsibility to ensure the safety of all candidates, evaluators, and support staff. This includes adequate space for written and manipulative testing and compliance with applicable NFPA safety and health standards.

A list of your candidates' names (including middle initial) must be attached to this request for testing.

Please return this form and list to:

Training and Certification Bureau
State Fire Marshal
107 Jacobsen Way
Carson City, NV 89711

E-Mail: richardmcknight@dps.state.nv.us

tmartinez@dps.state.nv.us

sean.stratton@dps.state.nv.us

Please note:

All Proctors or Evaluators used for State testing MUST be registered with the Training and Certification Bureau.

If the Proctor or Evaluator is not registered, please contact this Bureau for more information at.

E-Mail sfmtraining@dps.state.nv.us



State Evaluator Code of Ethics

- ❖ As an Evaluator/Proctor for the State Fire Marshal Division, I understand that providing consistent, quality testing is my primary obligation to all candidates and their agencies they serve.
- ❖ I will administer testing that provides candidates with an appropriate test environment and maintain a professional attitude during all testing.
- ❖ I will be professional during my interactions with all candidates, and I will not jeopardize the evaluator-candidate relationship.
- ❖ I will maintain a professional image during all testing events and wear appropriate attire for both skills and classroom activities.
- ❖ I will express all comments or complaints regarding instructors, candidates, or staff members in a professional manner during testing events.
- ❖ I will ensure that all safety rules will be strictly adhered to during all testing events.
- ❖ If I am unable to evaluate or proctor an exam I have been assigned, I will contact the State Fire Marshal Division prior to the scheduled exam.
- ❖ I will maintain the security and integrity of all exams while in my possession.
- ❖ I agree to abide by all rules and conditions stipulated by the State Fire Marshal Division in conducting training, certification testing, maintaining records and submitting reports.
- ❖ I further agree not to reproduce or release any testing materials or divulge the contents of the testing bank to anyone.
- ❖ I understand that to disregard any of the Division's Certification and Testing Policies would violate my agreement with the State Fire Marshal Division and thereby cause the revocation of my evaluator/proctor status.

Please Print Name: _____ **Date** ____/____/____

Signature: _____ **Location:** _____

***Fire Service
Certification
Exam
Taking Place
Authorized
Personnel
Only***