



**GEORGIA FIREFIGHTER STANDARDS AND TRAINING
INSTRUCTOR 2 SCORE SHEET
Lesson Plan Evaluation Objective 1 of 2**



Candidate (Print): _____ Date: _____

Evaluator (Print): _____ Subject: _____

INSTRUCTIONS: Check Pass or Fail for each item. The candidate must successfully complete all steps with 100% accuracy!

| Yes | No | If you answer NO to any of the questions in this box – REJECT the lesson plan and return it to the candidate |
|-----|----|---|
| | | Is this lesson plan in narrative format with sentences? |
| | | Are all parts of the lesson plan included (i.e. Cover, Guide, Introduction, Body, Conclusion, Practical Exercise, Audio Visual, Hand Outs, Test Questions and Resources)? |
| | | Does the lesson plan have accurate information, spelling, grammar, and punctuation? |
| | | Is the lesson plan logical, consistent, and match the objectives? |

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|--|--|
| | COVER/PREPARATION SHEET & INSTRUCTIONAL GUIDE |
| | Does the cover/preparation sheet contain all the correct & necessary elements? (Topic, time, resources needed, etc.) |
| | Does the instructional guide contain specific information about lesson purpose, intent, plus suggested coordination and organization? |
| | INTRODUCTION |
| | Does the opening include self- introduction and a topic introduction? |
| | Are learning objectives written properly (condition/action/standard)? |
| | Does the purpose tell why the material is needed and how it is applied? |
| | Is the introduction complete, appropriate, and motivating? |
| | BODY |
| | Does the body include essential information supporting learning objectives in sequence? |
| | Are “notes” used to indicate and explain teaching techniques? |
| | Do “notes” ask at least three (3) of the following type questions and provide answers (Open, Closed, Direct, Overhead, Relay, Rhetorical and Re-Direct)? |
| | Are “notes” used to specify use of training aids? |
| | Does the “body” contain a practical exercise that is clearly explained? |
| | CONCLUSION |
| | Does the “summary” restate key points, including learning objectives? |
| | Are the students given final opportunity to ask questions? |
| | Was a closing statement presented at the end of the lesson? |
| | TRAINING AIDS |
| | Are all training aids identified and explained in the appendix? (At least three training aids) |
| | TEST QUESTIONS |
| | Do the test questions relate to the learning objectives? |
| | Are the test questions clearly written in acceptable format? |
| | Are there five (5) written exam questions with answers? (three types, no true/false) |
| | GENERAL |
| | Can this lesson plan be used effectively by an adjunct instructor? |
| | Does the plan follow an outline format? |
| | Does the lesson plan indicate the time frame completing each part? |

| PASS | FAIL |
|------|------|
| | |



**GEORGIA FIREFIGHTER STANDARDS AND TRAINING
INSTRUCTOR 2 SCORE SHEET
PRESENTATION EVALUATION Objective 2 of 2**



Candidate (Print): _____ Date: _____

Evaluator (Print): _____ Subject: _____

Time Begin: _____ Time End: _____

INSTRUCTIONS: Check Pass or Fail for each item. The candidate must successfully complete all steps with 100% accuracy!

| | |
|--|---|
| | INTRODUCTION |
| | Candidate introduces him/herself to class. |
| | Candidate introduces topic, gain students attention, and motivation statement given. |
| | Were the learning objectives stated and shown to the students? |
| | Was the purpose for the training clearly stated and explained? |
| | BODY |
| | Was the material presented in logical, sequential order, consistent with the lesson plan? |
| | Were transitions made within the body of the presentation? |
| | Was the practical exercise explained? |
| | Were personal experiences and brief anecdotes relevant/appropriate? |
| | CONCLUSION |
| | Did the summary restate key points, highlighting the learning objectives? |
| | Were the students allowed a final opportunity to ask questions? |
| | Was a closing statement presented at the end of the lesson? |
| | CANDIDATE'S DELIVERY |
| | Was the candidate's volume and rate of speech appropriate? |
| | Was the candidate's language, terminology, pronunciation correct? |
| | Were important points emphasized using voice pitch variation? (Not monotone) |
| | Did the candidate avoid using distracting mannerisms? |
| | Were appropriate gestures and body language used in the presentation? |
| | Did the candidate speak with confidence on the material presented? |
| | Was good eye contact evident throughout the presentation? |
| | Did the candidate avoid reading word for word from the lesson plan? |
| | Was sarcasm and personal beliefs avoided? |
| | Were questions asked to check student understanding? |
| | Were questions answered in an acceptable manner with accurate information? |
| | During the presentation did the candidate maintain control of the class? |
| | Presentation was within the required 20-30 minute time frame. |
| | TRAINING AIDS |
| | Were the training aids clearly visible to all students? |
| | Were a minimum of three (3) audio/visual training aids presented? |
| | Were all words spelled correctly on the training aids? |
| | Did each training aid serve a purpose and used appropriately? |
| | Did the training aids promote student involvement? |
| | Were the training aids/handouts issued at the appropriate time? |

| | |
|-------------|-------------|
| PASS | FAIL |
| | |



**GEORGIA FIREFIGHTER STANDARDS AND TRAINING
INSTRUCTOR 2 SCORE SHEET
LESSON PLAN/PRESENTATION EVALUATION**



Candidate (Print): _____

Evaluator (Print): _____ Subject: _____

This comment sheet reflects the impression your lesson plan/presentation had on the evaluator. It is an indicator of how he/she evaluated the lesson plan/presentation.

NOTE TO EVALUATOR: Any failed portion of this score sheet require written comments! Candidates who are not successful with the lesson plan will not be allowed to complete the presentation! Failure of the lesson plan or presentation constitutes a failure of the practical exam!

COMMENT

Strong Points:

Challenges:

Overall Impression:

| | |
|-------------|-------------|
| PASS | FAIL |
| | |

Signatures below indicate that the results from the lesson plan and presentation portions have been discussed and understood by the candidate. Omission of signatures constitutes failure of the entire skill!

Evaluator Signature: _____ Date: _____

Candidate Signature: _____ Date: _____