



PROCTOR RESPONSIBILITIES

Purpose

This set of responsibilities is provided to make the National Professional Qualifications System evaluation process easier, to decrease the possibility of problems for firefighter candidates and proctor. To ensure that each evaluation is conducted in a fair and consistent manner regardless of where it is given or irrespective of which proctor is serving during an evaluation.

The Georgia Firefighter Standards and Training Council (GFSTC) will evaluate personnel for National Professional Qualification (NPQ) certification by: (1) a written examination and (2) a performance evaluation.

Proctors are responsible for the following:

- Ensure adequate spacing and lighting for candidates taking the written evaluation, if not adequate, then make the needed adjustments.
- Ensure that the test rules and procedures that are established by GFSTC are followed during the written evaluation.
- Ensure tests are not compromised, while in your possession.
- Test versions are not to be viewed by anyone except the candidates, who are taking the exam. Proctor can view questions, when candidates need some guidance.
- Ensure candidates do not talk or cheat during test.
- Maintain control of the test environment.

Test Procedures

- First, have the proper Prerequisite Form signed, ensure that all candidates are accounted, and check ID.
- Second, have candidates fill out Score Form (Pink Sheet) properly. For example, when candidates turn in the form, please check the form for common errors such as social security number not being complete, bubbles and boxes not filled in correctly, or center box not filled in correctly. Remember, candidates should fill in the box and the corresponding bubble.
- Third, pass out the test booklet and have candidates record the test booklet number on the score form and read over the test rules and procedures. Once students read over the test rules and procedures, then conduct a summary of the test rules and procedures to reinforce them to the candidates.
- Finally, let the candidates begin and inform them where to turn in the test material once they finish.

By signing below, I affirm that I understand the Proctor Responsibilities set by GFSTC for written evaluations.

I further affirm that I understand each item as explained and have no questions concerning these responsibilities.

Also, I understand that items that are strictly used for tests, test questions, performance evaluations, or other measurements of academic or physical performance are the property of GFSTC. This property shall be protected, and I shall resist any temptation to use these items in an unauthorized manner, such as theft or cheating, which could cause a question of the integrity of me or the candidates.

Proctor Name (Print)	Proctor's Signature	Date

Level Proctored: _____