



Test Packet Instructions

Receiving Test Packet(s)

- Ensure the identified tests are located in the test packet according to the Test Sign-Out Agreement, if any tests are missing contact GFSTC. If the packet is damaged, contact GFSTC to inform us of the condition of the test packet.
- Ensure that the test packet contains the required number of answer sheets.
 - **Written test booklets** will require Test Registration and Score Forms
 - Hazardous Materials Awareness (HAZA) and Fire Inspector I (ISP1) skills test will require a separate score sheet. Score forms for HAZA are available on our website. Score forms for ISP1 are not available on our website, so if missing contact our office.
 - **Skills testing** will require Candidate Work Sheets for each candidate.
- Visit our website at www.gfstconline.org, click on Forms, Test Related Forms, and then Proctor/Monitor Forms, to print off the following documents, before conducting the test:
 - **Written test requires the following:**
 - Proctor Responsibilities Form (for each level being tested)
 - Test Event Summary (for each day testing is conducted)
 - **Skills testing requires the following:**
 - Test Event Summary (for each day testing is conducted)
 - Skill Sheet Review Work Sheet
 - Evaluator Responsibilities Form
 - Monitor/Lead Evaluator Form
 - Identified Skill Sheets
 - Identified Skill Station Instructions
 - Identified Candidate Policies and Procedures for Skills Testing

Sending Test Packet(s)

- Ensure the identified tests are in the test packet according to the Test Sign-Out Agreement. If not, contact GFSTC, **immediately**.
- Arrange the test packets in the following order:
 - **Single Test**
 1. Test Sign-Out Agreement (**when receiving test booklets**)
 2. Test Event Summary
 3. Proctor Responsibilities Form (**written test only**)
 4. Prerequisite Form (**written test only**)
 5. Skill Sheet Review Work Sheet (**skill test only**)
 6. Test Registration and Score Form (**written test only**)
 7. Candidate Skill Sheets (**skill test only**)
 8. Test Booklets (**in numerical order**)
 - **Multiple Tests – Separate by levels tested**
 1. Test Sign-Out Agreement (**when receiving test booklets**)
 2. Test Event Summary
 3. Proctor Responsibilities Form (**written test only**)
 4. Prerequisite Form (**written test only**)
 5. Skill Sheet Review Work Sheet (**skill test only**)
 6. Test Registration and Score Form (**written test only**)
 7. Candidate Skill Sheets (**skill test only**)
 8. Test Booklets (**in numerical order**)

* Some forms require signatures. Please make sure that they are signed or the test packet is held incomplete until signatures are available.

*Proctor/Monitor forms are available at our website www.gfstconline.org under Forms, Test Related Forms, and Proctor/Monitor Forms.

*GFSTC contact number is 478-993-4521, and ask for in the Evaluation Division.