

EVALUATOR RESPONSIBILITIES



Monitor/Lead Evaluator Briefing to Evaluator

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 evaluators and to ensure that each evaluation is conducted in a fair and consistent manner regardless of where it is given or irrespective of which evaluators are 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.

The following list of responsibilities will pertain to performance evaluations.

Evaluators are responsible for the following:

- Evaluators used must have completed the evaluator course.
- Hold the level of certification for which you are evaluating.
- Evaluators shall be thoroughly familiar with the evaluation materials and procedures.
- Evaluators shall be at the test site prior to the time of the evaluation to ensure that they have all the materials that will be needed for the evaluation.
- Evaluators shall not converse with candidates at any time during the course of the exam, but shall allow the test monitor/Lead Evaluator to serve as the spokesman for the evaluation team.
- Any questions or comments by a candidate shall be directed to the test monitor/Lead Evaluator.
- Each evaluator shall complete the information on the candidate station worksheet for the candidate they are evaluating.
- Each evaluator should closely observe the candidate's performance.
- Each evaluator should record the candidate's performance by making concise notes of actions during the performance of the objective in the comments section provided on the candidate station worksheet.
- Evaluators shall not wear shorts, tank tops, flip flops, etc. Department "T" shirts with short sleeves, sweatshirts, blue jeans or department uniforms are allowed during skills evaluations.
- Each evaluator should complete the Candidate Station Worksheet form as to "P" = PASS
"X" = Redo or "F" = Fail

Evaluators shall not discuss their feelings, thoughts, impressions, or other logically related matters with the candidates or answer questions from the candidate about the evaluation, how well they are doing, or any other candidate issues.

Evaluators should clearly read the objective to the candidate and give any other instructions necessary as directed by the skill sheet for that particular objective. Instructions to the Monitor/Evaluator, Instructions to the candidate and the steps the candidate must complete to successfully pass the objective must be clearly understood by the evaluator before testing begins. Questions should be directed to the Monitor/Lead Evaluator.

If the candidate did not successfully accomplish the objective (by assigning a redo or fail), evaluators should ensure that their notes are easily understood and clearly identify what the candidate did or did not do. It may be necessary to upgrade and refine notes that were made during the candidate's performance.

Notes should be refined before returning the candidate to the command post. The steps missed and evaluator observations must be noted in the comments section of the Candidate Station Worksheet.

A candidate allowed to redo a skill is in reality being given a second chance to perform and complete the objective completely. The skill should be demonstrated in its entirety from start to finish. Any steps missed should be documented. Additional steps missed on the redo not missed the first time should be recorded. The candidate could be nervous or may not be able to complete the objective even on a second attempt. The redo attempt is not an automatic "PASS"; the candidate must perform the skill as everyone else who successfully PASSED the skill.

Evaluators should never "PASS" a candidate unless that candidate has successfully completed the skill. Each skill identified in the NPQ system lists national standards recognized as appropriate for a firefighter at a particular level. The standards are written as objectives that state what must be performed by an individual in order to demonstrate competency at that level.

Personal Protective Equipment during Skills Examination

The skill sheets used by each evaluator will require "NO PPE (Identified), FULL PPE, or APPROPRIATE PPE".

The following equipment will be used during skills examinations:

If the skill sheet **doesn't identify** PPE that must be worn, then the following should be worn as a minimum by each candidate:

- Head (Helmet)
- Feet (Boots, Bunker Pants Hooked and Fastened Correctly, Suspenders worn properly.)

If the skill sheet requires "**FULL PPE**" the following must be worn by each candidate:

- Protective trousers, suspenders, and boots with no skin exposed. All fasteners, snaps and buckles, etc. shall be fastened.
- Protective hood
- Protective coat with no skin exposed. All fasteners, snaps, buckles etc shall be fastened.
- Shoulder straps and waist strap on SCBA shall be fastened and adjusted.
- Face-piece worn, straps tightened, regulator attached to face-piece (unless otherwise instructed).
- Hood over the face-piece with no skin exposed.
- Helmet with adjusted chin strap.
- Approved firefighting gloves.

If the skill sheet requires "**APPROPRIATE PPE**" the following must be worn by each candidate:

- Head (helmet)
- Feet (Boots, Bunker Pants Hooked and Fastened Correctly, Suspenders worn properly.)
- Hands (Gloves), if applicable.

Remember:

- You are not training today you are evaluating. Do not let your emotions determine the score for the candidate
- Ask candidate to step back when filling out candidate worksheet.
- **Do not talk on cell phones while evaluating candidates.**
- Maintain control of all test materials.
- Identify Lead, Backup, Tip, Heel, etc. on skill candidate worksheets.