



# Fire Service Certification Testing

## PRACTICAL EXAMINATION INSTRUCTIONS

# Safety and Site Basics

- **Location of exits**
- **Location of restrooms**
- **In case of Emergency – exit buildings quickly**
- **Turn off or silence all cell phones and electronic devices and leave off until the test is complete**

# Practical Test Instructions

- **The skill station Evaluators/Assistants are selected to observe each particular skill**
- **Skill station Evaluators/Assistants objectively record your performance based on the NFPA criteria listed on the FSC skill sheets (Task Steps)**
- **The skill station Evaluator(s) will escort candidates to and from each station**

# Practical Station Guidelines 1

- **Candidates are not permitted to remain in the practical examination area while completing a skill**
- **Candidates must wait in the test staging area until the station is open and an Evaluator is available**
- **Candidates who have completed a practical skill station are not permitted to discuss stations with others that have not completed the station**
- **Failure to adhere to test policy could result in disqualification from the test process**

# Practical Station Guidelines 2

- **Candidates are not permitted to take any test paperwork, electronics, or other study material into the station**
- **Candidates are not permitted to make any copies or recordings of any station**
- **Each skill station Evaluator will describe the scenario, or series of skills, Candidates are expected to perform**
- **The evaluator will not describe the individual elements of a skill sheet or station, but will describe the overall objective of that station**

# Practical Station Guidelines 3

- **Pay particular attention the evaluator's description of what he or she expects you to perform**
- **The skill station evaluator will offer to repeat the instructions and will ask the candidates if the instructions were understood**
- **Candidates should not ask for additional information than the skill instructions, as the skill station evaluator is not permitted to give additional information**

# Practical Station Guidelines 4

- Evaluators have been instructed to avoid conversation with candidates to assure fair and equal treatment of all candidates
- Evaluators have been instructed to report candidate performance directly to the CO, not the candidate or Training Officer/Instructor
- Do not interpret any Evaluators remarks as an indication of your overall performance
- Perform the skills to the best of your ability

# Practical Station Guidelines 5

- **Each skill station is supplied with several types of equipment for your selection**
  - **Candidates will be given time at the beginning of the skill station to survey and select the equipment necessary for that particular task**
  - **Do not feel obligated to use all the equipment**
  - **Personal Protective Equipment may be required; wear it unless otherwise instructed**
  - **Any specialty equipment for the examination will be supplied for you**

# Practical Station Guidelines 6

- **As Candidates progress through the examination, the station Evaluator will observe and record each performance**
  - **Do not let his or her documentation practices influence your performance in the station**
  - **Generally there is no correlation between documentation and the quality of your performance**
  - **You are encouraged to verbalize the things you are doing during your performance in the station**

# Practical Station Guidelines 7

- If the station has a time limit, the evaluator will inform you of this during the instructions
- Inform the evaluator when you are finished with a station
- You may be asked to return equipment to its location at the end of your portion of the skill station
- The Evaluator will not tell you your time!

# Practical Station Guidelines 8

- You are not permitted to discuss any specific details of any station with other Candidates
- Please be courteous to the Candidates who are testing by keeping noise to a minimum
- Be prompt in readying for each station to keep the examination on schedule
- If you are unable to demonstrate satisfactory competency and fail a specific skill you *may* be told the general subject area but not the individual element

# Practical Station Guidelines 9

- If you are unable to meet the minimum requirements you may attempt that skill again
- You have a total of three opportunities to pass a skill station
- If you are unable to satisfactorily pass that station in three attempts remedial training is required before attempting the station again
- The AFSC office will provide a candidate with additional information for remedial training follow-up, if warranted

# Practical Station Guidelines 10

- A different Evaluator is assigned for each retest attempt
- During the skills testing session, you will not receive direct feedback on any station
- Today's examination is a formal verification of your ability to perform skills and IS NOT designed to assist with teaching or learning
- It is recommended that you contact your instructor or agency for remedial training

# Practical Station Guidelines 11

- An Evaluator does not determine the pass/fail *criteria*, and they only verify if a candidate correctly completes the task steps listed on the skill sheet
- The Certifying Officer is present to ensure that fair, objective, and impartial evaluations occur in accordance with the AFSC guidelines
- If you have any concerns about any component of the practical, notify the CO immediately to discuss them

# Practical Station Guidelines 12

- **The Certifying Officer may visit skill stations throughout the examination to verify guideline compliance**
- **Voice any concerns or comments you may have about *this* examination to the CO before you leave the site today**
- **ANY significant concerns about the overall testing and certification process should be discussed with your local Fire Chief/Training Officer**

# Practical Evaluations Summary

- **Points to Remember:**
  - **Safety is the Number One Priority**
  - **Follow instructions from the staff**
  - **During the evaluation, move only to exam areas when directed by the Evaluators**
  - **Be aware of any time limits, but do not sacrifice quality performance for speed**
  - **Review the equipment provided before starting the station**
  - **Complete all associated paperwork as needed**

# QUESTIONS?

**Are there any questions before we begin the practical examination?**

# DO YOUR BEST!



**Establishing Performance Standards  
for Alaska's Fire Service**